

GUIDANCE FOR ALL ATTENDEES ON REMOTE PARISH COUNCIL MEETINGS

This is going to be a steep learning curve for everyone, so please be mindful of that and give everyone the chance to adapt to the new system during this Parish Council meeting.

The Chair will commence with a welcome and giving guidance on how the meeting will run.

It is important for everyone to retain the same standards of behaviour and conduct during any discussions in this remote setting, like we do in face to face meetings. Please be respectful and compassionate towards one another.

As advised by the National Association of Local Councils the Parish Council intend to hold a practice meeting, with all Councillors, to allow any technical issues to be worked out. The Council have also produced these guidelines to support a smoothly run online meeting.

Can all attendees, kindly have their camera or video function switched on, but set to mute. This will help with the effectiveness of the meeting, by ensuring there is no background noise or distraction while the meeting is taking place. Having the video function switched on is needed to ensure that the correct number of attendees are recorded within the Parish Council meeting minutes. It will also be helpful to see all attendees, so that the Chair can ensure all Councillors and members or the public who wish to speak during the meeting, can have the chance to do so.

It is asked please that any chat function is not used during the meeting, as this will be distracting and off putting.

The Chair will lead the meeting, and during appropriate agenda items will invite input from others in attendance. It is kindly asked that when an attendee wishes to speak they please raise their hand to indicate so, to avoid people talking over one another. When the Chair welcomes their input, please un-mute the microphone and state your name, so it is clear who is speaking, as it can not be assumed that others in attendance at the meeting will know you.

The Parish Council do where possible allow members of the public to engage during a full Council meeting, outside of the Open Forum agenda item. This approach it is hoped will continue during remote meetings, though please can members of the public please be courteous and raise their hand and wait to have their input welcomed, before un-muting their microphone and stating their name. Being mindful that if this becomes unmanageable during the course of the full Council meeting, that this opportunity may not be practical.

All Councillors have been reminded that even during a remote meeting all usual rules apply in regards to the Councillors Code of Conduct and declarations of interest.

There will continue to be appropriate opportunities for interests in agenda items to be declared.

When Councillors vote on an item, it is felt the best approach will be for all Councillors in attendance to indicate their agreement by raising their hand, like they would at a physical meeting. Following a vote, the Chair will then confirm the outcome so that is clear and unambiguous, and the resolution can be clearly recorded in the meeting minutes.

If a Councillor has a declaration of interest which would usually require them to leave the meeting, or if it could be considered there would be negative public perception if they remain, then the necessary agenda item will be dealt with at the end of the meeting, so they can leave for the discussion.

The Parish Council minutes will be prepared as usual following a meeting. There will continue to be an agenda item to record the Council's decision on accepting the meeting minutes as a true and accurate record. These will then be retrospectively signed at the next face to face meeting.