



## Virtual Meeting Procedure

From 4 April 2020 until May 2021, Parish Councils have been given provision under The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020 (“the 2020 Regulations”) to hold legal virtual meetings in order that Parish Council business can be maintained.

A variety of different platforms including Microsoft Teams, Google Hangouts / Meet, Webex, or Zoom are available.

The Parish Council has chosen to use the Zoom platform for the meeting to be publicly available. The Clerk will Host the meeting using a Parish Council-paid account.

The meeting will be a formal Parish Council meeting and will be held using the agenda and summons that the Clerk has published. It will be governed by the usual Standing Orders, Financial Regulations, and associated policies.

A code and link to the virtual meeting will be published on the agenda (which will also go on the noticeboards), on the website and on social media in order that the public is able to attend, just as they would be able to attend a meeting in the Village Hall.

Attendees will also have the ability to dial into the meeting via telephone.

Attendees will collect in the Zoom ‘waiting room’ prior to the meeting. As the ‘Host’, the Clerk will have the ability to mute or remove anyone deemed a nuisance at the Chairman’s request.

All attendees will be set to ‘mute’ on entry to the meeting and only the Chairman of the meeting will remain unmuted. All other participants if they wish to speak will be invited to unmute. The Clerk will have the ability to mute anyone who forgets.

All Councillor attendees will display their names in order for the public to be able to identify them, just as they would at an in-person meeting.