

## **Loppington Parish Council - Virtual Meetings**

### **Introduction:**

On the 4 April 2020, the government brought The Local Authorities (Coronavirus) (Flexibility of Local Authority Meetings) (England) Regulations 2020 into force to allow local authorities to conduct meetings remotely.

### **Proposal:**

**Platform** - it is proposed that we use "Zoom", which is readily available and initially free up to 40 minutes; for a monthly fee for the basic package this can be extended to up to 24Hrs and 100 participants. It is not recommended that meetings last longer than 1 hour without a short break.

It is not necessary for participants to have Zoom on a PC, Tablet or Smart Phone; with the link provided by the host (the Clerk) you can join the meeting.

This will enable participants to be seen and heard including members of the public. If there are problems with internet connections. (Facility to join by phone is not available on the basic free Zoom package).

Zoom has the facility to record the meeting and this will be used in case clarification is required at a later date under the circumstances.

**With effect from 4 April 2020 until May 2021, the Parish Council can legally hold remote/virtual meetings. The details for these meetings will be advertised on the Parish Council Website together with how you can participate in the meeting as member of the public".**

Full Council Meetings will be scheduled and advertised on <http://loppingtonparishcouncil.gov.uk/> and the Parish Noticeboard as follows, **"There will be a remote/virtual Full Council Meeting of the xxx Parish Council held on [date] 2020, details for this meeting can be found on the Parish Website". Any member of the public who wishes to join the meeting please contact the clerk on either [clerk@loppingtonparishcouncil.gov.uk](mailto:clerk@loppingtonparishcouncil.gov.uk) or 01948 663281 by 5:00pm the day before the meeting.**

For the confidential element of any meeting there will be a separate link with a password required. We will need to end the public meeting and log back into the confidential meeting using this Zoom Link and password provided.

### **Meeting Management:**

- Upon joining a meeting, you should mute your microphone and ensure your video is enabled.
- The Chair will confirm if there are any members of the public present and ask them if they want to speak during the public session.
- The Chair will remind everyone on the meeting to ensure that their microphone is on mute and that their video is enabled (this includes members of the public).
- The Chair will inform all present that the meeting will be recorded by the Council. The public session need not be recorded if anybody wishes to object.
- The Chair will then work through the Agenda supported by the Clerk as required. **The Agenda will be as concise as possible and focus on what is important, where practicable it will avoid items that may require lengthy debate. These items will**

**be postponed until the current lockdown has been lifted. The scheme of delegation (appendix one) will remain in place until face to face meetings are permitted again.**

- Papers for the meeting will be posted on the Parish Council Website and emailed out to all Councillors with an email address. **Every effort will be made to avoid additional papers being required.**
- If a Councillor has declared an interest in an item to be discussed they will be asked to leave the meeting at that point. When that item has been concluded the Chair will ring the Councillor concerned and invite them to re-join the meeting using the original link provided.
- In order for a Councillor to make a point regarding an item under discussion they should raise their hand and wait for the Chair to invite them to speak, at which time they should un-mute the microphone and mute it again after they have made their point.
- When a proposal is required the Chair will ask the meeting and look for a councillor who has raised their hand, the Chair will invite that Councillor to state their name and the proposal.
- The Chair will then ask for a Councillor to second the proposal and look for a Councillor who has raised their hand. The Chair will state the name of the Councillor who has seconded the proposal.
- The Chair will then ask all Councillors in favour to raise their hand and to keep it raised until he asks them to place it back down. The Chair will confirm the number of Councillors voting in favour.
- The Chair will then repeat for any Councillor not in favour or who wants to abstain.
- “Standing Orders” will continue to be used to assist with the good management of a meeting.