

Ettington Parish Council

Virtual Meeting Protocol

Reviewed May 2023 230510/5

**To be reviewed annually or as required by
changes in legislation;**

1 Notification

- The Clerk will include the zoom meeting identification (for internet access) and phone number (for telephone access) on the agenda which will be published in the usual way;
- The notice of the meeting (displayed at Ettington Stores) will include the meeting identification and phone number for joining the meeting;
- The Facebook notification will include the meeting identification and phone number for joining the meeting;
- 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 agenda and accompanying documentation will be sent to Cllrs by email and post to the usual timescale (it will be important to be able to access the paperwork by means other than the computer/tablet used to connect to meeting);
- Cllrs should ensure, as with all meetings, they have read paperwork in advance of the meeting.

2 In Advance of the Meeting

- Ensure computer/tablet/phone is fully charged (even better have plugged into power supply);
- What are the elephants in the zoom?
 - Don't have bright lights directly behind you- makes it difficult to see you on screen;
 - Think of the background – you don't want valuables on display!;
 - Try to ensure you won't be interrupted.

3 Joining the Meeting

- Join the meeting at least 5 minutes before the scheduled start time (to enable prompt commencement of the meeting);
- You will enter into the 'waiting room' and the clerk will admit you to the meeting at which point you should ensure your video and microphone are activated.

4 Conducting the Meeting

- The clerk will commence recording the meeting;
- Mute your microphone at this point;

- Members of the public will remain in the waiting room until immediately prior to the commencement time at which point the clerk will admit them;
- The Chair will open the meeting, welcome members of the public and ask them to mute their microphone explaining they will be given an opportunity to speak only during the Public Forum;
 - The Chair will remind everyone on the meeting to ensure that their microphone is on mute (this includes members of the public, and that their video is enabled);
 - The Chair will inform all present that the meeting will be recorded, in line with the Council's policy on 'Dealing with the Press and Media and Filming, Recording and Broadcasting of Meetings by the Council' and may be published on the Council website.
- The Chair will then work through the Agenda supported by the Clerk;
- If a Councillor has declared an interest in an item to be discussed they will be asked to leave the meeting at that point and the Clerk will move them to the waiting room – readmitting them on conclusion of the discussion;
- 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. If any member has joined by telephone only, the Chair will invite them to speak before moving to a proposal;
- When a proposal is required the Chair will ask the meeting and look for a Councillor who has raised their arm, the Chair will invite that Councillor, by name for the benefit of anyone phoning into the meeting to state the proposal;
- The Chair will then ask for a Councillor to second the proposal and look for a Councillor who has raised their arm. 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 ask telephone participants to give their vote audibly. The Chair will confirm the number of Councillors voting in favour;
- The Chair will then repeat for any Councillor not in favour or who wishes to abstain;
- "Standing Orders" will continue to be used to assist with the good management of a meeting;
- If a member of the public speaks during the meeting, other than during the public forum, the Chair will ask them to not interrupt. If that same

person speaks again, the Chair will warn them that further interruptions will result in their being removed from the meeting and, if this occurs, the Chair will ask the Clerk to move that person to the waiting room;

- Once all business has been conducted the Chair will close the meeting thanking everyone for their attendance;
- The Clerk will then move members of the public into the waiting room.

5 After the meeting

- The recorded meeting will be posted on website under the minutes section;
- Minutes will be drafted and published in the usual way.