Newton and Biggin Parish Council

Virtual Meeting Protocol

Approved at Newton and Biggin Parish Council meeting 22 October 2020

Review date March 2021 or as required by changes in legislation

1   **Meeting Notification**

- The Clerk will invite Parish Councillors to the Zoom meeting giving identification codes (for internet access).
- The notice of the meeting will be displayed on the notice board and will include contact details of the Clerk who will invite members of the public who express a wish to attend.
- The Agenda will be added to Facebook and website in the usual way and include details to enable members of the public to contact the Clerk who will issue invitations.
- 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 limited meeting arrangements are lifted wherever possible.
- The agenda and accompanying documentation will be sent to Councillors by email in the usual timescale.
- Councillors should ensure, as with all meetings, that they have read paperwork in advance of the meetings.

2   **In Advance of the Meeting**

Tips
- Ensure computer/tablet/phone is fully charged (even better have plugged into power supply).
- Don't have bright lights directly behind you to avoid difficulties in on-screen viewing.
- 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**.

- 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 for the public and ask participants to mute their microphones.
- 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 on conclusion of the discussion.

- In order for a Councillor to make a point regarding an item under discussion, they should raise their hand (electronically) 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 to second the proposal who has raised their arm (or indicated electronically). 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**

- Minutes will be drafted and published in the usual way.