



# Luddington Parish Council

## **20200519 Appendix 3**

Updated 12<sup>th</sup> May 2020

## **REMOTE MEETING PROTOCOL DURING THE COVID-19 PANDEMIC**

### **INTRODUCTION**

Recent changes in law allows parish council meetings to take place remotely / virtually, as long as there is a quorum.

The changes in law also allow the Annual Parish Meeting to be deferred to May 2021 keeping the chair and vice chair in position until then.

There will be no Annual Parish Assembly in May as advised by NALC. However, a parish newsletter will be distributed in the summer (different to the parish leaflets re communication during covid-19 pandemic) to include summaries of LPC's Chairman's report and other parish committees' reports.

All LPC ordinary meetings for the foreseeable future will be held remotely / virtually using the Zoom platform and keeping to the existing published schedule.

All meetings will be kept to under one hour if practicably possible.

The public and press will be able to attend by contacting the Clerk in advance for the meeting ID and password.

Notices and summons will be emailed out to councillors, posted on the website and parish notice boards one full week before meetings (ie by 7.30pm on the Tuesday before the meeting).

All information required for decision making will be supplied in additional appendices to reduce meeting conversation to a minimum and ensure meetings are focused on decision making. However, every effort will be made to reduce additional papers being required.

All minutes will be posted within 48 hours of a meeting.

### **ZOOM MEETING PROTOCOL**

1. Everyone attending should ensure their video is enabled (unless joining by phone without that facility).

2. Everyone attending will be able to join the meeting informally but will be muted by the Clerk from the official start time of the meeting.
3. The Chair will confirm if there are any members of the public present and advise that they will remain muted unless a question has been submitted through the Clerk in advance to be asked at during the public session.
4. 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.
5. 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 situation changes.
6. The scheme of delegation approved at the March meeting will remain in place until face-to-face meetings are permitted again, unless otherwise revoked.
7. If a Councillor(s) has declared an interest in an item to be discussed they will be asked to leave the meeting at that point. This will be achieved by the Clerk placing the Councillor(s) in a waiting room. When that item has been concluded the Clerk will invite them to re-join the meeting.
8. 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 the Clerk will un-mute the Councillor's 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.

9. **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 to state their name and the proposal.**
10. **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.**
11. **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.**
12. **The Chair will ask telephone participants to give their vote audibly.**
13. **The Chair will then repeat for any Councillor not in favour or who wants to abstain.**
14. "Standing Orders" will continue to be used to assist with the good management of a meeting.