

EAST PECKHAM PARISH COUNCIL
PROTOCOL FOR REMOTE MEETINGS

The protocol below will be followed by East Peckham Parish Council when holding meetings in line with The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020.

Members are reminded of the need to ensure that they are fully conversant with the meeting documentation posted on the Parish Councils website prior to the meeting and ensure that they have means of referring to same during the meeting if they require.

1. Meeting Platform

East Peckham Parish Council will conduct its remote meetings via Zoom and its Officers will make such financial arrangements as necessary in order to facilitate such a subscription.

2. Hardware

Members will be asked to confirm to Council Officers that they have suitable devices to enable them to either see and be seen in the meeting or hear and be heard. If any Member does not have such a device to enable them to participate in the meeting the Council will make such arrangements as reasonably practicable to enable them to do so. This action will be delegated to the Clerk to facilitate.

3. Notice of Meeting

Summons will continue to be served on Members by the agreed method (e-mail). Public invitations to the meeting will be published on the Parish Councils website and will explain how Members of the Public may virtually attend such meetings.

Members and the Public will also be provided with an electronic invitation and meeting password in order to gain entry to the meeting. Any confidential matters for which it would be necessary to exclude Members of the Public and Press under The Public (Admissions to Meetings Act 1960) will be discussed as a separate meeting for which the electronic invitation and meeting password will only be disclosed to Members and Officers.

4. Conduct

All present, whether Officers, Members or Public are reminded of the need to treat each other with respect. Members are reminded of the need to observe the Council's Code of Conduct.

5. Public Participation

5.1 Members of the public are welcome to ask questions of the Council during the Open Forum.

5.2 The Chairman will read out the format of the Open Forum as published on the agenda. Members of the public are requested to comply with the format.

5.3 Those members of the public wishing to ask a question of the Council should raise their hand during the Open Forum. The Chairman will then decide the order in which members of the public should put their questions to the Council.

5.4 The Council may decide to defer consideration of any question to a future meeting or to a Committee.

6. Council Discussion/Voting

- 6.1 The Chairman of the Council (or Chairman of the Committee if a Committee meeting) will chair the meeting.
- 6.2 All microphones will be muted on admission to the meeting.
- 6.3 All microphones will continue to be muted when not speaking in order that all present may fully hear the discussion without interruption.
- 6.4 If Members wish to speak they should raise their hand; the Chairman will then decide the order in which Members may speak and unmute their microphone accordingly.
- 6.5 If a Member does not have a device which enables them to participate visually the Chairman will ask Members individually if they wish to speak on a matter.
- 6.6 Voting on a matter will be by a show of hands. If not all Members are able to participate in the meeting visually the Chairman will conduct a recorded vote.
- 6.7 If Members wish to declare an interest in the matter and wish to leave the meeting they should make the Chairman aware in order that they may re-join the meeting after an agreed timeframe has elapsed.
- 6.8 The business to be transacted will be of an urgent nature. Routine/nonurgent matters of business will be deferred until the Council is able to hold physical meetings.

- 7. Minutes:** Minutes of remote meetings will be brief in nature and will be a record of decisions and actions.