

East Langton Parish Council Protocol for Remote Meetings

Adopted at meeting 6/5/20 for review May 2021

The protocol below will be followed by East Langton 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 Council's website prior to the meeting and ensure that they have means of referring to same during the meeting, if they require.

1. East Langton Parish Council will conduct its remote meetings via Zoom and the Clerk has made the financial arrangements necessary to facilitate a subscription.
2. The summons will continue to be served on Members by the agreed method (email). The agenda will be posted on the Parish Council's website and include a link and password to the meeting.
3. The clerk will set up and host the meeting. The "Waiting Room" function will be enabled and the clerk will admit councillors and guests to the meeting.
4. The chair will open the meeting and cover the following in the opening remarks:
 - a. If necessary, a roll call to check who is present for the benefit of anyone who does not have a video link,
 - b. A check to make sure everyone can hear and be heard,
 - c. If members of the public are present an explanation of how the meeting will run and how and when they can speak,
 - d. An explanation that if necessary, Councillors or the public will be asked to state their name before starting to speak for the benefit of those without a video link,
 - e. Depending on how many people are present and whether there is any background noise a request for people to mute themselves when not speaking,
 - f. In the instance of a power cut or internet connection being lost resulting in someone dropping out of the meeting, instruction to try to re-join the meeting by clicking on the link used to join the meeting in the first place. (see also 9 below),
 - g. An explanation that the clerk is recording the meeting and that the recording will be deleted once the minutes are approved at the next meeting.
5. Council discussion and voting – if it is not clear or if some attendees do not have a video link, the Chair will read from a list of councillors' names and ask if they have anything more to say or how they wish to vote.
6. For 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) the clerk will move members of the public and other guests to the waiting room for the duration of that agenda item.

7. If Members have declared an interest in an agenda item and need to leave the meeting the clerk will move them to the waiting room for the duration of that agenda item.
8. Disorderly conduct at meetings (see Standing Order 2) - If anyone obstructs the transaction of business at a meeting or behaves offensively or improperly the chair will remind Councillors or public of the need to treat each other with respect. If the behaviour persists the chair may ask the clerk to remove them to the Waiting Room or remove them from the meeting altogether.
9. Power cut or loss of internet connection – if this results in someone dropping out of the meeting they should try and re-join (see 4f above). The clerk will then admit them to the meeting again and ask the chair to give them any information they may have missed.
10. If due to a power cut or loss of internet connection the meeting stops or becomes inquorate as a result of members dropping out and it is not possible to reconnect, it will be treated as closed and the business remaining on the agenda will be adjourned to another meeting. (Standing Order 3(bb)).
11. After the meeting the minutes will be completed as usual and agreed at the next meeting. The chair of the meeting at which they were approved will sign the minutes electronically.