

Virtual Meeting Policy and Guidelines

Following The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020 coming into force on 4th April 2020 Parish Councils have been given the authority to hold Council meetings virtually (Regulation 5).

- Rusthall Parish Council has therefore agreed that for the foreseeable future they will hold remote Council meetings by using the Zoom app.
- Meetings will be held as normal on a Monday evening commencing at 7.30pm.
- Agendas will be published, as normal, on Rusthall Parish Councils website and the noticeboard. Details of the virtual meeting will be included on the agenda, for use by members of the public. Parish Councillors, Borough Councillors, County Councillor will also be notified as normal.
- All Parish Councillors will be provided with the virtual meeting details by the Clerk. Any apologies, and reasons, should still be sent to the Clerk prior to the meeting commencing.

Protocol During the Meeting

- When joining Cllrs should check their video and microphone are working.
- The Chairman will introduce the Cllrs and Officers in attendance at beginning of the meeting and any Cllr (or Officer) wishing to speak will use the hand icon or raise their hand.
- The Chairman will ask members of the public present to introduce themselves, at the beginning of the meeting, including their affiliation to the village (e.g. road address, business owner, etc.).
- The Chairman will state the Cllr's name before they speak. Once the Cllr has finished speaking they should indicate that they have nothing else to add.
- No other Cllr must speak whilst another is addressing the meeting.
- Once all Cllrs have had the chance to speak on an item the Chairman will summarise for a further show of hands (hands icon or raised hand) to confirm in agreement, as required.
- One of the Officers will minute the meeting as usual.
- One of the Officers can record the meeting at any time should a majority of Cllrs so wish.
- The Chairman will sign the Minutes of the previous meeting and post them to the Parish Office.

Members of the Public

- Members of the public will be permitted to enter the waiting room up to 10 minutes before the meeting commences.
- Members of the public will ensure their devices include a name for identification purposes.
- Members of the public will be required to introduce themselves at the beginning of the meeting, including their affiliation to the village.
- Members of the public will not be permitted to enter the meeting after 10 minutes of the meeting start time.
- Disruptive and/or offensive members of the public will be muted by the host and if necessary placed into the waiting room. Re-entry to the meeting will be at the discretion of the Chair.
- Once the Member of the Public has been accepted into the meeting they will be muted until such time they are permitted to speak. The Chairman will invite them to speak, following which, they will be muted for the remainder of the meeting (unless further questions are required).

End of Meeting

- The Chairman will declare the meeting closed and state the time, as usual.

One of the Officers will close the meeting.