

# **PROTOCOL FOR REMOTE MEETINGS**

**The following protocol will be followed by Alvechurch 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.**

***Alvechurch Parish Council have resolved to conduct its remote meetings via Zoom.***

Members are reminded of the need to ensure that they are fully conversant with the meeting documentation prior to the meeting and ensure that they have means of referring to same during the meeting.

## **Notice of Meeting**

Summons will continue to be served on Members by the agreed method (e-mail).

Any member of the public or press wishing to attend the Council's virtual meetings are invited to contact the Clerk, they will then be provided with the zoom 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 at a separate meeting, to which only Members and Officers will be given password access.

## **Council Discussion/Voting**

The Chairman of the Council (or Chairman of the Committee, if a Committee meeting) will chair the meeting.

All microphones will be muted when not speaking in order that all present may fully hear the discussion without interruption.

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.

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.

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.

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 rejoin the meeting after an agreed timeframe has elapsed.

The business to be transacted will be of an urgent nature. Routine/non-urgent matters of business will be deferred until the Council is able to hold physical meetings.

## **Minutes**

Minutes of remote meetings will be approved by members at the following virtual meeting.

The Minute Book will be signed by the Chairman at the first physical meeting of the Council.