



## MUNDESLEY PARISH COUNCIL

### **Virtual Meeting Policy** **April 2020**

#### **1. Introduction**

Mundesley Parish Council recognises the opportunities offered by meeting virtually in times that a physical meeting is not appropriate and has developed this policy to assist Councillors and members of the public and press to understand how these meetings differ from a physical meeting and to assist people to engage in debate and decision making. The policy is to be delivered within 'The Local Authorities (Coronavirus) (Flexibility of Local Authority Meetings) (England) Regulations 2020' and that are currently enacted for meeting on and up to 7 May 2021.

#### **2. Publishing the agenda and providing documents**

Councillors are to be summonsed as per regulation with the agenda and documents being placed on the Council's website. No agendas will be published on physical noticeboards. Any person unable to access the Council's website must contact the Council and request an electronic copy of the agenda and documents to be forwarded as appropriate. In cases that documents originate from a third-party electronic links will be provided where available.

#### **3. Virtual Meeting 'platform'**

Mundesley Parish Council will utilise Zoom to provide video communications. Zoom enables video and audio conferencing for persons using mobile devices and desktops.

In preparation for the meeting the Clerk to the Council will publish via the summons:

- The zoom meeting link
- Meeting ID
- Meeting passcode

#### **4. Standing Orders**

Standing Orders will be used to guide the meeting in a similar way as if persons were present in a place.

## 5. Specific Virtual Meeting Arrangements

### a. Discussions

*This section applies if members are experiencing good connectivity. In the case of poor connectivity see 5c.*

During the meeting all persons other than members will be muted. During the public participation period members of the public will be required to click onto the video icon in order for them to be visible to the Chairman and will raise their hand to indicate that they wish to speak. Those dialling in will not have this option. Their microphone will then be unmuted and they can address the meeting. Following the conclusion of their address the microphone will be muted.

Members of the public can send their question in writing to the Clerk at the cut-off date noted on the Meeting Schedule for 2020.

During the meeting members and officers will physically raise their hand to indicate to the Chairman that they wish to speak on an agenda item. Members should state their name before speaking to enable those who can only hear know who is speaking.

All members attending the meeting will monitor their own background noise and mute their own microphones, except when speaking, if necessary, to negate interference with the meeting.

### b. Voting

When a vote is taken the Chair will ask each member in turn for their vote. This is yes, no or abstain. The Chair will then read back everyone's vote for clarification

### c. Poor connectivity

In the case of poor connectivity, the Chairman will decide whether to continue with the meeting or to reconvene.

In the case of video not being available for some or all of members attending the Chairman can choose to continue but to operate on a roll call for councillor views on individual agenda items.

### d. Attendance

If a member is believed to have 'dropped out' this will be minuted. If 'drop outs' result in the meeting becoming inquorate members will endeavour to re-join for a period of 15 minutes. After 15 minutes if the meeting is still inquorate the Chairman will suspend the meeting and reconvene at a later time and date subject to the statutory days of notice. Members will be telephoned to advise of the suspension.

### e. Telephone attendance

Persons wishing to attend by telephone are advised to contact the Clerk in advance in order that processes can be put in place to enable appropriate engagement.

## **6. Virtual Meeting Etiquette**

Normal Standing Orders apply with regard to Conduct at Meetings and all attendees are expected to be mindful of the difficulties people experience with regard to the operation of technology.

Behaviour that is contrary to the intended outcomes of the meeting will be dealt with at the discretion of the Chairman. For a member of the public or press this may result in them being dismissed from the Zoom meeting.

## **7. Declaration of Interests**

A councillor that has declared an interest that requires them to leave the meeting will be placed in the waiting room. On conclusion of the item for which the declaration is made the councillor will be returned to the meeting

## **8. Public Participation**

The Clerk will read any resubmitted addresses from the press and public.

## **9. Confidential Matters**

Confidential matters will be dealt with through a separate Zoom meeting that is available to members only. On conclusion of the non-confidential matters on an agenda the meeting will be suspended for members to re-join using the confidential zoom meeting link that will have been provided to members only.

Each member must ensure and verbally declare that there are no other persons present who are not entitled to be (either hearing or seeing) in consideration of such items and or recording the proceedings.

## **10. Information**

The chat view box on the Zoom meeting will be disabled however it will provide additional information to attendees depending on the specific meeting.

For further information see The Local Authorities (Coronavirus) (Flexibility of Local Authority Meetings) (England) Regulations 2020 <http://www.legislation.gov.uk/uksi/2020/392/contents/made>