


<p style="text-align: center;"><b>PROCEDURE FOR HOLDING MEETINGS ELECTRONICALLY</b>  <b>Adopted June 2020</b>  <b>Revised November 2022</b>  <b>(To be reviewed/withdrawn in line with Government Advice)</b></p>	
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*Parish Council and Committee meetings must be held face to face. In the event of a Government emergency, these meetings can be held electronically. There is a facility to join the meeting by telephone only.*

This Protocol and Procedures policy provides guidance for the conduct of any remote meetings in accordance with Regulations. These Protocols should be read in conjunction with the Council's Standing Orders and adopted Code of Conduct.

### **Notice of Meetings and Papers**

Notification for Parish Council meetings will be in accordance with regulations, i.e. at least 3 working days notice of a summons to a meeting will be given. Notice of the meeting will be displayed on notice boards around the parish and on the website. Councillors will be provided with paper copies of the Agenda for the Parish Council meeting and related papers. Electronic copies may be requested if required. *Members of the public may join a meeting upon request.*

Committee and Working Group meetings may be called by email and an agenda will be provided at least 3 days before the meeting, again electronically.

### **Management of the Meeting**

The Chairman will manage the meeting. Attendance at a Parish Council meeting will be recorded by the Clerk. The normal quorum requirements as set out in the Standing Orders will apply. In the event of any apparent failure of the video or telephone connection, the Chairman will immediately determine if the meeting is still quorate – if it is then the business will continue – if there is no quorum, then the meeting will be adjourned for a period of no more than 15 minutes, to allow the connection to be re-established. If connection is not re-established, remote councillors will be deemed to have left the meeting at the point of failure, and the meeting will continue as long as it is quorum.

The Chairman will follow the normal procedures for conducting the meeting as set out in the Standing Orders.

### **Procedures for attending remote meetings**

- Councillors should make themselves available 15 minutes before the start of the meeting;
- Zoom does not allow for individuals to arrive late and they may be excluded;
- Suitable attire should be worn;
- The meeting is on Video and councillors should conduct themselves as if they were in a public hall;
- Cameras and microphone should be switched on during the meeting;
- Councillors should sit in a quiet location with no background noise or interference during the meeting as the software picks up all noises which may disrupt the meeting;

- Councillors are able to view planning applications via the Wyre Forest District Council Planning website prior to the meeting, *although plans for larger developments will be shown at the meeting*;
- The Chairman will ask who wishes to speak and will then invite each Councillor in turn to do so. When the Chairman is satisfied that there has been enough debate, there should be a proposer and seconder for the item discussed, and will progress to a vote by a show of hands.
- The Chairman's ruling is final.

**Review Date November 2024 or as required**