

# THRAPSTON TOWN COUNCIL

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## REMOTE MEETING POLICY

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### 1. Introduction

The Town Council recognises the opportunities offered by meeting remotely in times that a physical meeting is not appropriate and has developed this policy to assist Chairmen/Mayor, 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<sup>th</sup> May 2021.

### 2. Publishing the Agenda and providing documents

Councillors are to be summonsed as per regulation with the agenda and documents being emailed and being placed on the Council's website. Agendas will be published on Town noticeboards. Hard copies can be requested from the Clerk.

### 3. Remote Meeting 'platform'

The Town Council will utilise Zoom to provide video communications. Zoom enables video and audio conferencing for persons using mobile devices, desktops, and fixed room systems.

In preparation for the meeting the Clerk to the Council will issue to Councillors:

- 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 building.

### 5. Specific Remote 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 'enable video' in order for them to be visible to the Chairman and will raise their hand to indicate that they wish to speak. Their microphone will then be unmuted and they can address the meeting. Following the conclusion of their address the microphone will be muted.

During the meeting members and officers will raise their hand to indicate to the Chairman that they wish to speak on an agenda item. In the case of phone-ins, members will verbally indicate to the Chairman that they wish to speak.

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

All voting will be undertaken by a show of hands and individual verbal response if required for clarity.

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. Remote 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**

Members of the public who wish to speak are invited to do so at public open time at the discretion of the Chairman as with any Town Council Meeting. The link to the meeting is posted on the Town Council Website.

**9. Confidential Matters**

Where confidential matters are to be discussed member of the public and press will be placed in the waiting room until the confidential business has been concluded.

**10. Recording**

Zoom meetings are recorded.

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>

***The Town Council reserves the right to amend and update this policy from time to time.***

Adopted by the Town Council  
19<sup>th</sup> May 2020

.....  
Chairman

.....  
Town Clerk