

# **BRIGHTWELL, FOXHALL & PURDIS FARM GROUP PARISH COUNCIL**

## **Online Meetings Procedure & Policy**

1. The following procedure will be adopted for the management of Group Parish Council meetings when a normal face to face meeting cannot be held for whatever reason.
2. This procedure is to be used in conjunction with standard Group Parish Council meeting protocols as defined in the Standing Orders.
3. Online meetings will be held using an online meeting platform e.g. Zoom
4. Online meetings will be organised by the Parish Clerk, details on the meeting will be published on the Parish Council website 3 days in advance of the scheduled meeting date. In order to comply with best practise and legislation the meeting details will include the password.
5. The Parish Clerk will normally be the 'Zoom Meeting Master' as the meeting organiser, although it is possible to share some aspects of the meeting management with other meeting attendees if required.
6. All online meetings will be recorded for the safety of councillors and ease of producing meeting minutes by the clerk.
  - a. Recording retention period – this will normally be until the meeting minutes have been signed off at the following meeting.
  - b. In the event of a dispute, or meeting disruption, recordings may be retained for a longer duration until resolved or subject to any decisions and outcomes of 8.6d (below).
7. The Zoom Meeting Master will open the meeting in advance of the scheduled start time.
8. The Zoom Meeting Master will admit attendees into the main 'Meeting Room' from the initial 'Waiting Room'
9. There is no requirement for a member of the public to identify themselves or to have their video enabled so it is possible that unknown people may attend the meeting, this is no different to a face to face meeting.
10. The Zoom Meeting Master will ensure that all members of the public are muted unless asked to speak, or during the public questions section.
11. During the public questions section of the meeting any member of the public wishing to speak will be required to identify themselves before speaking.
12. In the event that a meeting attendee is disruptive or causes offence through visual or verbal behaviour;
  - a. The Meeting Chair will announce a temporary suspension of the meeting
  - b. Upon instruction from the Meeting Chair, the Zoom Meeting Master will remove the offending attendee/s from the meeting.

- c. The meeting will then be re-convened
- d. Depending on the nature of the disruption a decision may need to be made on any further action at the end of the meeting during 'Any Other Business'

13. Voting will be managed by a visual show of hands. If a Councillor does not have access to a video camera the Clerk / Zoom Meeting Master will request a verbal confirmation of voting intention.

**Note:** Although Zoom offers the ability to create simple 'polls' to vote on a motion, these polls are anonymous and would apply to all meeting attendees so therefore cannot be used for Group Parish Council voting.

Version No	Issue Date	Re-Issue Date
Draft 1.2	12 <sup>th</sup> Jan 2021	
1	14 <sup>th</sup> Jan 2021	
2	25 <sup>th</sup> Feb 2021	
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