



Meeting Guidance – May 2023

Produced by the Town Clerk

To encourage and facilitate participation the council has decided to continue to offer hybrid meetings.

Attendance at Meetings

Members of the public, visitors and non-committee members are able to attend meetings remotely.

Only councillors who attend meetings in person are able to vote (to accord with legislation)¹.

Publication of the agenda

The notification of the meeting will be provided electronically through the Council's social media pages and on the website and a hard copy will be placed in the noticeboard outside of the council offices.

The notification will include a link to the virtual meeting via Microsoft Teams. Participants will be able to join the meeting 15 minutes prior to the official start time, to provide some scope for any connection issues to be addressed.

Meeting process

The Chair of the meeting will open the meeting.

- Standing orders will apply.
- The agenda will be followed.
- The meeting will be recorded if held in the council chamber, off site meetings may not be recorded by the council.
- To aid the smooth running of the meeting remote participants are required to mute themselves when not speaking to keep background noise to a minimum.
- The public (including Cllrs who are not members of that committee etc) are permitted to speak during Public Questions only.

For remote attendees to speak at the meeting:

- Please indicate your desire to speak by using the virtual hand raise. The Chair will endeavour to invite you to speak in the order in which hands are raised.
- When you start speaking please say your name including councillors. This is necessary as not all meeting participants will be on visual display.
- At the end of the discussion the Chair will ask if anyone else wishes to speak.

¹ Note: It may be that fewer councillors and officers attend council meetings in person but instead access the meetings remotely. Councillors and officers are committed to the work they undertake on behalf of the council, however due to personal circumstance and health concerns individuals may feel it is safer for them and their family members if they attend remotely.

Agenda

Apologies

The Clerk of the meeting will provide apologies from councillors.

Questions from the public

Members of the public are able to participate at the meeting as per Standing Orders.

Declarations

Members are required to state any declarations as per Standing Orders.

Minutes

Councillors will still be asked to approve the previous set of Minutes.

Agenda items

The Chair will open each agenda item and will chair the discussion.

Voting

The chair will ask for a recommendation to be proposed and seconded. Only councillors present in the Chamber will be able to vote. Councillors attending remotely will not be able to vote.

Confidential items

The meeting will be closed to all those not on the Committee upon completion of all public agenda items.

If necessary the meeting will continue to enable councillors to consider any confidential items. Such a meeting is not open to the public.

End of meeting

The Chair will close the meeting.

General

Please ensure electronic devices are fully charged.

If attending remotely please ensure that you access the meeting from a quiet location.

If an attendee's connection fails during a time when they are actively participating, the meeting will be adjourned for 5 minutes to enable the connection issue to be resolved. The clerk of the meeting will assist where possible.