



Remote Meeting Guidance

Produced by the Town Clerk in conjunction with the Chair of the Council.

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 connection issues to be addressed.

Meeting process

The chair of the meeting will open the meeting and include the following advice:

- Standing orders will apply as far as practicable.
- The agenda will be followed.
- The meeting is being recorded through the software being used.
- To aid the smooth running of the meeting council participants are required to mute themselves when not speaking to help keep background noise to a minimum.
- The public are permitted to speak during Public Questions only.
- The public are requested to mute themselves when not speaking to help keep background noise to a minimum and to turn off their camera.

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 that order.
- 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.

Everyone in the meeting will need to be respectful, patient and compassionate towards one another, emotions may be higher than usual but that only makes it more important that everyone approaches the meeting with respect and in the spirit of the council's code of conduct.

Agenda

Apologies

The Head of Democratic Services 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. However, they will be retrospectively signed when possible.

Agenda items

The Chair will open each agenda item and will complete a quick roll call at the start of each agenda item to check on those councillors who are still present, this is to capture whether anyone has dropped out of the meeting which is a possibility due to technological issues. The chair will then ask if an officer needs to add any extra information in addition to the report.

Voting

The chair will ask for a recommendation to be proposed and seconded. Once this is complete the chair will complete a roll call to ask each councillor whether they are voting for or against. On conclusion the Head of Democratic Services will confirm the vote outcome.

Confidential items

The meeting will be closed upon completion of all public agenda items. A subsequent meeting will be opened 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.
Please ensure that you access the meeting from a quiet location.

Behaviours and conduct

There is a risk of frustration during virtual meetings leading to poor behaviour. It is worth highlighting that the required standards of behaviour and discussion are the same whether in remote or face-to-face meetings. These are difficult times and people may be worried about their health or family members, they may be frustrated being isolated at home, and there may be challenges with using new technology particularly if there are technical difficulties. The Chair will follow Standing Orders should there be poor behaviour.