

## PROCEDURE FOR VIRTUAL PARISH COUNCIL MEETINGS

### Before Virtual Meeting:-

1. Councillors asked to submit reports, items for the agenda
2. Clerk to prepare financial records, including invoices received/paid and send to Councillors for comment before the meeting.
3. Hold email discussions on matters raised. Clerk to summarise for the Virtual Meeting
4. The Host sends out a link and invitation to the meeting, giving at least 3 clear working days' notice. Those without the software are able to download it when they click on the link. Those who prefer, may choose to join via a telephone link. Participants are encouraged to have the Agenda available to refer to.
5. A notice will be placed on the website, inviting the public to attend (they will be muted), with the usual 3 days notice.
6. The Agenda will be placed on the Devon County Council website as advised, and also on the Parish Council website
7. All documents will be placed on the Council website
8. Members of the public may speak for 3 minutes if the Council has been notified in the usual way.
9. Councillors asked by Clerk to confirm if they will be attending by video link or telephone and asked for comments in advance on any reports. Councillors also asked to dress smartly as for a normal meeting, make arrangements so that they are not interrupted and ensure there is nothing of a private nature visible behind them. Councillors will also be asked to print out a copy of the Agenda to keep beside them, to help the process.
10. Clerk sends link with date and time to online video conference for all Councillors & any members of the public.
11. If the system fails, the meeting must be halted. If it is not possible to rectify the problem, the meeting will have to be adjourned to another date.

### Procedure During Meeting

1. Attendees are held in a "waiting room" until invited in by the Host. This prevents mischievous interference with the meeting.
2. Telephone participants will be acknowledged
3. Initially all attendees are muted
4. Clerk invites Chair to open the meeting and unmutes him
5. Chair takes a roll call of those expected to attend and checks it is quorate
6. Councillors & Clerk are invited to speak by the Chair as appropriate and the Host (Clerk) will mute and unmute as needed as well as displaying appropriate documents on screen. Telephone participants will be told what is on the screen. (Documents previously circulated).
7. Chair reads out a statement:-
  - ***Your microphone will remain muted until it is your turn to speak***
  - ***The usual procedures in the Agenda will be followed***
  - ***If you wish to make a comment, please hold your hand up in view.***
  - ***If we need to take a vote, this will be done by a show of hands or by asking you individually for your vote***

- ***Members of the Public have been invited to attend and will be able to watch and listen, but not to speak, unless they have previously requested a “3 minute” spot at the start of the meeting.***
- ***These proceedings will be videoed and the video stored by the Clerk. The clerk will still take minutes in the usual way***
- ***If you need to Declare an Interest, you will be returned to the “virtual waiting room until that item is completed”***

### After the Meeting

The Clerk will write up the Minutes and carry out all tasks that have been authorised. All documents will be posted on the website and sent to Councillors.