

ONLINE MEETING PROCEDURE using ZOOM

14 May 2020

1.0 BACKGROUND AND DURATION

- 1.1 At the beginning of April 2020, in order to protect everyone from the Covid-19 virus, the government allowed local councils to conduct their meetings online in accordance with: The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020.
- 1.2 The 2020 Regulations extend to all meetings held before 7 May 2021.
- 1.3 The council approved Standing Order 26 on 10 April 2020 which for convenience is copied here:

Luxulyan Parish Council Standing Orders:

26. Covid-19 emergency measures

a The council will use online meeting software to conduct its meetings that 1) allows each member to be heard and (where practicable) seen by all attendees. 2) allows public participation during the public session. 3) allows the public to witness the meeting in real time using the same software. 4) allows the council to close the meeting to the public when necessary in accordance with the 1960 Public Bodies (Admission to Meetings) Act.

b The online meeting ID Number and Password will not be published online or on notice boards, but will be available from the clerk on request.

c The council may hold meetings at any time of day and on any day, to alter how frequently meetings can be held and to move or cancel meetings without requiring further notice.

d The agenda for any meeting at which decisions are made will be posted on the council website (and the notice boards if possible) 3 clear days before the meeting.

e Voting will take place using non-verbal electronic icons on screen or as instructed by the chairman.

f In accordance with government regulations and guidelines, the council may extend these emergency Standing Orders or revoke them before 7 May 2021.

- 1.4 An online meeting is valid if it is quorate (members can be heard and, where practicable, seen) and if members of the public are able to attend.
- 1.5 Please note that the technical hardware, software and advice needed to join a council meeting is the individual responsibility of each council member and member of the public.

2.0 AGENDAS and TIMING OF MEETINGS

- 2.1 The clerk will send the meeting details (ID and password) to each member and the Ward Member with the agenda.
- 2.2 The clerk will make the meeting details (ID and password) available to members of the public upon request.
- 2.3 Meeting details will not be published online. This measure is taken to avoid uninterested parties disrupting the meeting while it is in progress.
- 2.4 The council will continue to hold ordinary meetings as usual on the second Thursday of each month.
- 2.5 For the smooth running of decision-making, shorter and more frequent meetings may be held.
- 2.6 If the technology fails for the clerk, or if the meeting loses quorum, or if the public cannot attend because of a fault with the technology in general, the meeting will adjourn until a date and time called by the Chair.

3.0 PROCEDURE

- 3.1 The council will use Zoom software for online meetings. [Words in all CAPTIALS are part of the Zoom software.]
 - 3.1.1 The clerk will HOST the online Zoom meetings.
 - 3.1.2 The clerk will RECORD meetings and delete the recording after its minutes are approved and signed.
 - 3.1.3 The WAITING ROOM will be enabled.
 - 3.1.4 Private CHAT between attendees will be disabled. All CHAT will be seen by everyone.
 - 3.1.5 Only the HOST can SHARE documents with the meeting. Council members and members of the public are asked to send any documents for discussion to the clerk before the meeting so the documents may be SHARED at the appropriate item on the agenda.
 - 3.1.6 PARTICIPANTS are asked to make their DISPLAY NAME the same as, or similar to, their real name.
 - 3.1.7 GALLERY VIEW rather than SPEAKER VIEW is best so that we can see all attendees at the same time.
 - 3.1.8 On entering the meeting, members should open their PARTICIPANTS and their CHAT windows.
 - 3.1.9 The YES and NO non-verbal icons in the PARTICIPANTS window can be used to vote.
 - 3.1.10 If noise becomes a problem, please MUTE your AUDIO if you are not speaking.

- 3.2 The clerk will start the online Zoom meeting about 10 minutes before the scheduled time so that all attendees can enter in good time and AUDIO and VIDEO can be adjusted as needed before the start.
- 3.3 Quorum. The chair or the clerk will report whether the meeting is quorate (four for full council) at the beginning of each meeting and will also report as soon as practicable during the meeting whether there is a change to the number of attendees for any reason.
- 3.4 Voting will take place as the Chair directs. Please ensure the clerk has enough time to count the vote.
- 3.5 **Exclusion of the public and press.** When it is appropriate to exclude the public and press, the clerk will put all press and public in the WAITING ROOM. **Each member in attendance must declare that confidential discussion cannot be overheard by other household members.** Pets may remain in the room.

4.0 ENTERING AND LEAVING ONLINE MEETINGS (ATTENDANCE)

- 4.1 Attendees will first arrive in the WAITING ROOM and the clerk will bring each person into the meeting as soon as possible.
- 4.2 Attendees are asked to declare if other people are in the room with them. This is a courtesy to all participants and could become a Code of Conduct issue. Pets may be introduced at the discretion of their owners.
- 4.3 **Declarations of interest.** If a member(s) declares an interest in an item, the clerk will place the member(s) in the WAITING ROOM for the duration of the discussion and vote on that item.
- 4.4 If a member leaves the meeting because of technical problems, or for any other reason, the clerk will note this in the minutes. Of course, re-connection to the meeting will be minuted as attendance.
- 4.5 In accordance with Local Government Act 1972 Sec 85, upon 6 months' absence from meetings a member will cease to be a member of the council. We have been advised that choosing not to attend because of the remote online format is not a suitable reason for non-attendance.

Approved by Luxulyan Parish Council at full council.

Date: 14 May 2020

Minute: 20/4.C

Signed: M Linfoot, Chair