

**FINDON PARISH COUNCIL
PROTOCOL FOR REMOTE MEETINGS**

1. Where the protocol for remote meetings (meetings) conflicts with the current Standing Orders for Findon Parish Council (the Council) this policy will apply, in all other cases (including the rules of debate) the existing Standing Orders for physical meetings apply;
2. A remote meeting is a meeting of the Council as allowed under *The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020* and therefore parish councillors are summoned to attend and apologies must be given if the Councillor cannot attend;
3. The meeting platform will be an established provider and in the case of the Council, will be Microsoft Office Teams;
4. Councillors attending meetings should dress accordingly;
5. The notice or agenda must include guidance on how the public can call in to be 'present' at the meeting;
6. Any member of the public wishing to attend must ensure that they are registered under their true name, pseudonyms are not allowed and where they are discovered the person will be denied access or removed from the meeting;
7. All public participants will be muted and only able to participate during the allotted time on the agenda. If necessary, fair warning will be given by the Chairman to mute a participant or remove them from the meeting;
8. The Chairman will ask members of the public if they wish to speak during Public Question Time and what they wished to speak on (if there is more than one speaker, the Chairman will list those wishing to speak). Public question time will follow the normal Standing Orders format. Once that part is over the public will be muted and not be able to interact, but will still be able to hear the Council;
9. Agenda items - the Chairman should (i) ask councillors to indicate if they want to speak on the item;(ii) if appropriate ask the Deputy Chairman or Clerk to list those wishing to speak; (iii) ensure no-one speaks until invited by the Chairman; (iv) ensure that a member only speaks once and that there is no interruption other than by the Chairman; (v) ask if everyone has had the opportunity to speak; (vi) 'sum up' the discussions reminding councillors on the nature of the decision being sought; (vii) ask each councillor to verbally confirm their vote; (viii) read out decision so everyone is clear as to what the Council has agreed.
- 10 Councillors will be muted unless speaking (to remove background noise) and they should indicate that they wish to speak by either raising their hand or advising the Chairman at the beginning of the Agenda item that they wish to speak;
11. The Clerk will organise the meeting via Microsoft Teams and the Chairman will chair the meeting;
12. Any person can leave the meeting while in session, however any Councillors leaving/returning to the meeting will be recorded as such in the minutes for accuracy of decision making;
13. Councillors are required to use a device owned by them to access the meetings; and
14. The Clerk is required to use the Council laptop and connectivity.

Protocol adopted by Findon Parish Council 11 May 2020. Next scheduled review May 2021.