

## Coddington Parish Council – Virtual Meetings Procedure

1. Virtual meetings
  - Virtual parish council meetings are expected to continue until government guidance is provided to allow physical meetings to be held safely with no constraint on the number of people attending the meeting.
  - To ensure effective public participation in virtual parish council meetings, the published agenda will include details for public participation in virtual parish council meetings, including phone numbers for audio participation and appropriate details to allow video participation.
2. Setting up for virtual meetings
  - A hyperlink to the virtual meeting will be emailed to councillors with the agenda, to make joining the meeting trouble-free. If required, a link will also be provided to any software required, which should be installed and tested well in advance of the meeting.
  - Councillors are recommended to join the virtual meeting approximately 15 minutes early to ensure that any technical issues can be resolved before the meeting starts.
  - The Chairman and the Clerk will act as co-hosts during the meeting. Virtual meetings will be set up with a “waiting room”, so participants can be admitted to the meeting by either of the co-hosts.
  - Participants joining the meeting by phone will be asked to give their name, so that their name can be added by a co-host to the list of people shown on screen displays.
  - Virtual backgrounds and use of chat will be disabled and sharing of screens will be limited to the co-hosts, to prevent inappropriate content being displayed.
  - Use of screen sharing is to be avoided by circulating materials to be discussed in advance, so that councillors dialling in by phone have equal access to the information.
3. Etiquette during virtual meetings
  - All parish council meetings will be automatically recorded for clarity of minutes and paused only where agreed for specific confidential parts of meetings such as performance reviews. Recordings will be deleted after the minutes are agreed and signed.
  - Where there are participants who are phoning in to the meeting without video, the Clerk will read out the names of all councillors attending the meeting for their benefit.
  - Members of the public will be able to speak during the public participation part of the meeting, which may include for example relevant planning applications. Public participants will be muted for the rest of the meeting.
  - Councillors phoning in will not be muted for the duration of the meeting, so they can always be heard – due to the nature of virtual meetings it is important that requests to speak are made through the chair. Other councillors should mute themselves unless they want to speak, to avoid background noise from handling of papers.
  - Where the facility exists in the software being used for the virtual meeting, councillors should make use of the “raise hand” facility to make the chairman aware that that they wish to speak.