

# Remote attendance at meetings

- a When Regulations permit, the a “place” where a meeting is held, or to be held, may include reference to more than one place including electronic, digital or virtual locations such as internet locations, web addresses or conference call telephone numbers.
- b For the purposes of any such meetings, a Councillor (a “member in remote attendance”) attends the meeting at any time if all of the conditions in (c) are satisfied.
- c Those conditions are that the member in remote attendance is able at that time:
  - a. to hear, and where practicable see, and be so heard and, where practicable, be seen by, the other members in attendance,
  - b. to hear, and where practicable see, and be so heard and, where practicable, be seen by, any members of the public entitled to attend the meeting in order to exercise a right to speak at the meeting, and
  - c. to be so heard and, where practicable, be seen by any other members of the public attending the meeting.
- d The public are invited to observe the meeting. When the agenda is produced it will invite the public to contact the Clerk by email if they wish to be invited to the meeting. If they have a question to raise they have been asked to submit it in advance of the meeting. They will be sent an agenda and on the day of the meeting will be sent a link to the meeting, with the meeting ID number and password.
- e Any reference to a member, or a member of the public, attending a meeting includes that person attending by remote access.
- f An amended version of the usual meeting Notice will accompany the meeting Agenda and will be displayed on the Parish Council website. The meeting Notice will publicise any necessary remote meeting access details for use by the press and public.
- g All non-confidential meeting papers will be accessible via the Parish Council website.
- h Guidance on how to use any software necessary for remote attendance at any such meetings will be available on the Parish Council website.
- i All attendees at the meeting, other than the Chairman, are asked to keep their microphone turned off unless they are speaking, when it should be turned on.
- j A person requesting to speak may raise a hand either physically via video link, or via any specific functionality provided by the conference software in use. The Chairman will outline the procedure at the beginning of any such meetings.

- k For the purposes of voting, “a show of hands” may include the methods defined by (g). If a show of hands is not be clear enough, at the request of any Councillor or the Clerk, the Chairman will call the name of each attending councillor in turn and request them to state whether they support a proposal, oppose a proposal or abstain.
  
- l If a member in remote attendance is required to leave the meeting, owing to a disclosable pecuniary interest, or another interest as set out in the council’s code of conduct, in a matter being considered at a meeting, that member must log out from the remote meeting for a period agreed with the Chairman, to allow discussion to continue without them. Once the agreed time has elapsed, or if notified by the Chairman via email or other remote messaging, the member should reconnect to the same meeting.
  
- m If the Council resolves to exclude the public from part or all of a meeting, the Chairman will make a statement to explain reasons for the public’s exclusion. On conclusion of the public business, the Chairman will thank the public for their attendance, notify Councillors that a new meeting invitation will be immediately issued by email to Councillors only, and close the remote meeting.
  
- n Minutes will be taken from the meetings and displayed on the website in the normal manner. Minutes will be circulated after the meeting and signed when the council finally meets face to face.