



Additional Standing Orders for Zoom meeting procedures for Watton Town Council

Adopted 25th August 2020 – Minute ref:- 6

Introduction

In line with the legislation introduced on 4th April 2020: The local authorities and police and crime panels (Coronavirus) (Flexibility of local authority and police and crime panel meetings) England and Wales) Regulations 2020 Watton Town Council will hold remote meetings for a specified period until May 2021.

This procedure is in addition to the existing standing orders to specify how voting will be carried out, how members of the public can access documents and how remote access of the press and public by electronic means will take place.

How will voting be carried out

The Chairman will read out the agenda item / motion, they will then ask each Councillor in turn for any comments or questions. When all discussions have taken place, the Chairman will ask for a vote supporting the motion by 'raising of hands' via the Zoom facility at the bottom of the screen. The Clerk will count the number of raised hands and confirm the names of the Councillors for the motion (if a councillor is taking part by telephone conference only, they will be asked to state their vote).

The Clerk will record the outcome of the motion in the normal way.

Accessing documents

Agendas and supporting documents will be available to members of the press and public on the website under the agenda tab. Councillors will receive their meeting pack as usual via email.

Publishing the remote access of the press and public to Council meetings

All remote council meetings will take place via Zoom. The Clerk will publish the meeting ID and time on the agenda which will be available via the website under the agenda tab.

Example

Please note: due to the current Covid-19 Coronavirus situation, the Town Council will meet virtually via Zoom (<https://zoom.us/>) Meeting ID: xxx

Councillors: You are hereby summoned to attend the Town Council meeting to be held online at [Zoom url] on Tuesday xxxx 2020 at 7.00pm for the purpose of transacting the following business.

Welcome / housekeeping notes to be read by the Chairman at the start of the Town Council / Committee Meetings

“Welcome to the Watton Town Council (Full/Committee) virtual meeting. I’m xxx Chairman of the Town Council.

There are a few housekeeping things to note.

This is a formal Town Council meeting and will be held using the agenda which the Clerk has published on the Town Council website.

As with meetings in the Council Chamber, members of the public will be given the opportunity to speak during public participation, but will not be permitted, unless invited to do so by the Chairman, to speak at other times. Please remember meetings of the Town Council are recorded and may be live-streamed so please remain professional at all times. Members of the public not wishing to be seen should turn off their video camera.

The meeting host (Clerk or Chairman) will mute all participants on entry to the meeting and unmute as members wish to speak. Members of the public will be muted until they are invited to speak and the host has the ability to mute or remove anyone who causes a nuisance.

It is impossible to hear if everyone speaks at once. So that the meeting has some order, participants are asked to speak one at a time and to raise their hand to be unmuted to speak.

Please note the 'chat' function will not be used and no files will be shared via Zoom during the Council meeting. If necessary, the Clerk will display any documents using her 'share screen' function. In order to avoid your technology being compromised, please do not use Chat and do not respond to any messages made via Chat."