ST CUTHBERT (OUT) PARISH COUNCIL
Draft REMOTE MEETING PROTOCOL

Setting

- Be comfortable
- Have your face central to the screen (or notify the Clerk / Deputy Clerk if 'audio only')
- Light source not behind you
- Consider if you want headphones or earphones
- Be in 'Full screen' mode to be able to see all participants
- Consider background noise sources (& pets!)

Access to meeting & meeting protocol

- Copy down password and meeting ID & have it to hand (just in case)
- To speak: Have either
    -a sheet of white paper available
    -or raise your hand, close to your head to be visible
- Host will mute you all, and nominate speakers
- The meeting will be recorded

Issuing of Agenda

The amount of time available for Councillor comments is as follows:

Cabinet Meetings: agenda will be issued 2 weeks before the meeting where possible, to facilitate as much democratic involvement in the process as possible. Councillors' comments must be submitted to the Clerk at least 1 week before the meeting.

Planning Committee: as customary, these will be issued as normal providing at least 3 clear days between distribution and meeting date. No comment sheet will be issued.

Finance & Scrutiny Committee: as customary, these will be issued as normal providing at least 3 clear days between distribution and meeting date. No comment sheet will be issued.

Asset Management Committee: as customary, these will be issued as normal providing at least 3 clear days between distribution and meeting date. No comment sheet will be issued.

Emergency Planning Committee: as customary, these will be issued as normal providing at least 3 clear days between distribution and meeting date. No comment sheet will be issued.

Where possible and practical, agendas will be sent out earlier.

Pre-meeting action for Councillors

Councillors will be emailed the agenda before the remote meeting. This is the opportunity for Councillors to put forward

their comments or questions to the relevant Chairman and / or Committee.

Comments and questions should be sent to the Clerk (Cabinet and Finance & Scrutiny Committee) or the Deputy Clerk (Planning, Asset Management and Emergency Plan Committees), who will then collate them and forward them to the Members of the Cabinet or relevant Committee only. **In your email, please identify the item number or planning application that your comments relate to**. There will be a deadline for submitting comments on the email containing the agenda.

Meeting process

1.The Chairman will chair the meeting but it will be hosted by the Clerk / Deputy Clerk who will have control over muting attendees. The meeting will be recorded.

2.These remote meetings will stick to the Council's standing orders and will be treated as ordinary meetings as much as possible. A standing order for remote meetings is being adopted.

3.There are some attendees who may not have visual. A roll call will be taken and the sign in sheet will be completed by the Clerk / Deputy Clerk.

4.The Chairman will ask those on audio if they want to speak before anyone else speaks on an item. Before speaking, an attendee should state their name.

5.Timings must be adhered to for effective meeting management.

6.Voting is by show of hands for those on visual. The Chairman will ask those on audio.

7.The Clerk and / or Deputy Clerk will record voting. They will read back the voting to check votes are correct.

8.If your connection drops - go back to the invitation email and reinsert the invitation link into your browser so you can rejoin the meeting.

Public Participation

Before the Meeting: Members of the Public can still participate. The meeting will be hosted by Zoom software. Meeting IDs will be published on agendas for Members of the Public who would like to observe or speak. Members of the Public who would like to speak via Zoom on any item will be asked to email the relevant Clerk and register their request.

Text on first page of all agendas, below Proper Officer's contact details, will read:

> Please note that this meeting will be held remotely Local Authorities (Coronavirus) (Flexibility of Local Authority meetings) (England) Regulations 2020. The Chairman will begin the formal business of the Council which is open to the public to attend. The meeting will be hosted by Zoom software. To access this meeting, click Meeting ID and password*. During the meeting there is an opportunity for Members of the Public to speak. *Please see item 04/5 'Public Question Time' for remote attendance details for Members of the Public who wish to speak.*

*Meeting ID and password will change for every meeting

At the Meeting: The Chairman will call from those who have indicated that they would like to speak. Alternatively, written comments can be emailed and will be represented to the Cabinet or relevant Committee. In the event of observers wanting to speak and the clerks having not previously registered them, they will be asked by the Chairman for their name and they can then speak, time permitting and only after those who have previously registered. This would have to happen within the usual Public Question Time early in the meeting.

Text on page 2 of all agendas, to be displayed under 'Public Question Time', will read:

Members of the Public who would like to speak via Zoom on any item are asked to email parish.clerksco@yahoo.co.uk (or deputyparishclerk.sco@yahoo.com) and register their request. Public speaking time is normally restricted to 15 minutes in total (up to 3 minutes per speaker) at the discretion of the Chairman. The Chairman will call from those who have indicated that they would like to speak.   Alternatively, written comments can be emailed and will be represented to the Cabinet and Committees.   As issues raised in public session may not relate to items on the agenda, no resolution or action can be taken.

This draft protocol will be presented to the Cabinet for approval / adoption on Wednesday 13th May 2020.