

## **Participation and Conduct during a Video Meeting of the Parish Council**

### **Members of Public and Media.**

1. If you are raising a particular issue it will help the Council if, where ever possible, you could put your question or provide other information related to your question in writing before the meeting.
2. When you sign into the meeting you will arrive in the organisers meeting room.
3. The administrator will check you are the person requesting admission to the meeting. For the purposes of providing a response to any question you may put to the Council, the administrator will have previously obtained your email address.
4. Your name or pseudo name will appear on the meeting screen.
5. Zoom has the facility to employ a virtual background should you wish to keep your surroundings private.
6. As of 27.05.20, all virtual meetings will be recorded. Anyone joining either visually or by audio will automatically be giving their consent to be recorded.
7. When you join the meeting, your microphone will be muted although you will be able to hear the meeting.
8. The Chairman will go through some formalities of the meeting and then proceed to address each agenda item in turn.
9. The public or media have a fifteen-minute opportunity to put questions to the Council at the beginning of the meeting. This may be extended at the discretion of the Chairman.
10. If you wish to speak please raise your hand.
11. The Chairman will invite members of the public to speak in turn.
12. If the Council are unable to answer your question it will be further investigated and an answer will be provided in writing. You can of course raise the issue at another meeting in the future.
13. You may leave the meeting at any time by clicking the appropriate tile in Zoom.
14. Unbecoming comments, aggressiveness, foul language or outburst toward the Council will not be tolerated and your participation will be terminated. You will not be allowed to re-join the meeting.
15. Minutes of the meeting will be prepared and placed on the Parish Councils website after they are agreed at the next Council meeting