



# Helsby Parish Council

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## Virtual Meeting Procedure

From 4 April 2020 until May 2021, Parish Councils have been given provision under *The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020* (“the 2020 Regulations”) to hold legal virtual meetings in order that Parish Council business can be maintained.

The Parish Council has chosen to use the Zoom platform in order that the meeting is publicly available. The Clerk will host the meeting using the Parish Council-paid account.

The meeting will be a formal Parish Council meeting and will be held using the agenda and summons which the Clerk has published. It will be governed by the usual Standing Orders, Financial Regulations and associated policies.

An invitation to the virtual meeting will be published on the agenda (which will also go on the noticeboard), on the website in order that the public are able to attend, just as they would be able to attend a meeting in the usual venue. Joining details can be obtained from the Clerk upon request prior to the meeting.

Attendees will also have the ability to dial in to the meeting via telephone.

Attendees will collect in the Zoom ‘waiting room’ prior to the meeting. As the ‘Host’, the Clerk will have the ability to mute or remove anyone deemed a nuisance at the Chairman’s request.

All Councillor attendees will display their name in order for the public to be able to identify them, just as they would at an in-person meeting.

In line with the Council’s Standing Orders and Code of Conduct, a Councillor will be placed in the waiting room for the duration of an agenda item where he/she has declared a disclosable pecuniary interest (unless a dispensation has been completed and approved). Once the item has been concluded, they will then be re-admitted.

In order to protect participants from malware, the ‘chat’, file sharing and screen sharing function will be disabled during the meeting. If necessary, the Clerk will display any documents required using the ‘share screen’ function.

As with meetings in the usual venue, 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.

Anyone wanting to speak should raise their hand using 'raise hand' in the options within the Participants section or by waving if they're using a camera so that the Chairman can see.

Members of the public may introduce themselves if they should wish.

Meeting participants may wish to protect their personal environment by choosing a virtual background in the Zoom Settings 'Virtual Background' or alternatively should consider what can be seen behind them while on camera.

The Clerk shall record the meeting for the purpose of assisting in taking minutes, following which the recording will then be deleted.

**This procedure was considered at a meeting on 14 December 2020 and will be reviewed in one year.**