

### Protocol for Remote Meetings

- Upon joining a meeting, you should mute your microphone and ensure your video is enabled.
- The chairman will confirm if there are any members of the public present and ask them if they want to speak during the public session.
- The chairman will remind everyone in the meeting to ensure that their microphone is on mute and that their video is enabled (this includes members of the public).
- The chairman will inform all present that the meeting will be recorded by the council. The public session need not be recorded if anybody wishes to object.
- The chairman will then work through the agenda supported by the clerk as required. **The agenda will be as concise as possible and focus on what is important, where practicable it will avoid items that may require lengthy debate. These items will be postponed until the current lockdown has been lifted. The scheme of delegation to be approved at the May meeting will remain in place until face to face meetings are permitted again.**
- Papers for the meeting will be posted on the parish council website and emailed out to all councillors with an email address. **Every effort will be made to avoid additional papers being required.**
- If a councillor has declared an interest in an item to be discussed they will be asked to leave the meeting at that point. When that item has been concluded the chairman will ring the councillor concerned and invite them to re-join the meeting using the original link provided.
- In order for a councillor to make a point regarding an item under discussion they should raise their hand and wait for the chairman to invite them to speak, at which time they should un-mute the microphone and mute it again after they have made their point. If any member has joined by telephone only, the chairman will invite them to speak before moving to a proposal.
- When a proposal is required the chairman will ask the meeting and look for a councillor who has raised their hand. The chairman will invite that councillor to state their name and the proposal.
- The chairman will then ask for a councillor to second the proposal and look for a councillor who has raised their hand. The chairman will state the name of the councillor who has seconded the proposal.
- The chairman will then ask all councillors in favour to raise their hand and to keep it raised until he asks them to place it back down. The chairman will ask telephone participants to give their vote audibly. The chairman will confirm the number of councillors voting in favour.
- The chairman will then repeat the process for any councillor not in favour or who wants to abstain.
- The council's adopted standing orders will continue to be used to assist with the good management of a meeting.