Whittington Parish Council Addendum to Standing Orders

Introduction:
On the 4 April 2020, the government brought The Local Authorities (Coronavirus) (Flexibility of Local Authority Meetings) (England) Regulations 2020 into force to allow local authorities to conduct meetings remotely.

Meeting Format:

Platform – The Council will use Zoom Platform for holding virtual meetings of the Council to comply with the Government Regulations and to ensure the business of the Council continues during the current crisis until regulations are lifted and the Council's normal Standing Orders can be followed again. This will enable participants to be seen and heard including members of the public. If there are problems with internet connections, there is a facility to join by phone.

Meetings will be advertised on the Parish Website and will include the notice in bold below:

"**With immediate effect until May 2021, the Parish Council can legally hold remote/virtual meetings. The details for these meetings will be advertised on the Parish Council Website together with how you can participate in the meeting as member of the public"**.

For the confidential element of any meeting there will be a separate link with a password required. We will need to end the public meeting and log back into the confidential meeting using this Zoom Link and password provided. Alternatively, members of the public will be asked to leave the meeting or moved to the waiting room, where they will have the opportunity to re-join the meeting after the confidential item.

Meeting Management:
- Upon joining a meeting, Members will mute their microphones and ensure video is enabled where this is possible.
- The Chair will confirm if there are any members of the public present and ask them if they want to speak during the public session.
- The Chair will remind everyone on the meeting to ensure that their microphone is on mute and that their video is enabled (this includes members of the public).
- The Chair will inform all present that the meeting may be recorded by the Council. The public session need not be recorded if anybody wishes to object.
- The Chair 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 approved at the April 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 Chair will invite the Councillor to re-join the meeting.
- In order for a Councillor to make a point regarding an item under discussion they should raise their hand and wait for the Chair 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 Chair will invite them to speak before moving to a proposal.

- When a proposal is required the Chair will ask the meeting and look for a councillor who has raised their arm, the Chair will invite that Councillor to state their name and the proposal.
- The Chair will then ask for a Councillor to second the proposal and look for a Councillor who has raised their arm. The Chair will state the name of the Councillor who has seconded the proposal.
- The Chair 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 Chair will ask telephone participants to give their vote audibly. The Chair will confirm the number of Councillors voting in favour.
- The Chair will then repeat for any Councillor not in favour or who wants to abstain.
- Current "Standing Orders" will continue to be used to assist with the good management of a meeting.

Adopted on 26.05.2020