PADDOCK WOOD TOWN COUNCIL
PROTOCOL FOR VIRTUAL MEETINGS

The agenda will be issued 3 clear days prior to the meeting and will be published on the Town Council website. The meeting invitation will be sent to all members, and will be published on the agenda.

1. All participants will enter a virtual meeting room. The host (the Clerk) will admit participants to the meeting.

2. This also applies to members of the public joining.

3. All participants will be muted as they enter the meeting room.

4. The host will open the meeting room 5 minutes prior to the start time.

5. The meeting protocol is the same as it would be in any town council meeting. Members must register their apologies if they are unable to attend.

6. The Chairman will welcome you to the meeting and will provide information for members of the public. If any member of the public wishes to ask a question it should be emailed to the Clerk two working days before the meeting. The Chairman will read out & answer the question at the start of the meeting. There will be no discussion with the public at the meeting.

7. Any questions for the Borough or County Councillors must be submitted in advance as per the standard procedure. Chairman will then read out the question and the answer.

8. If a Councillor wishes to speak, please put up your hand and the Chairman will direct the order of speaking. Alternatively, there is a “put up your hand” in the chat function of the programme.

9. The Chat function should not be used to communicate with councillors or members of the public, other than to draw to the host or chairman’s attention that you wish to speak. All other communication will be ignored.

10. Voting will be by show of hands. Members will be asked to confirm their vote verbally as well. The Clerk will read back the voting for clarification.

11. Any declarations of interest to be advised to the Clerk by 4pm on the day of the meeting. If this means that a councillor is required to leave the meeting room, the relevant agenda item will be moved to the last agenda item of the meeting. The Councillor with the interest will leave the virtual meeting.

12. Mobile phones to be switched to silence. Please try and find a quiet location at home where possible.

13. The meeting will be recorded by the host to assist with the Minutes and will be deleted when the Minutes are approved.

14. If a Councillor has technical problems and leaves the meeting, this will be recorded in the Minutes. If the Councillors then re-joins the meeting, this will also be noted in the Minutes.

Approved 18th May 2020
Reviewed 20th July 2020

15. In the event of disorderly conduct by members of the public attending the meeting, then SO 2 will still apply. However, in the event of unacceptable behaviour from uninvited or unauthorised attendees the host will remove them from the meeting.

Approved 18th May 2020
Reviewed 20th July 2020