

Bircham Parish Council

The Conduct of Virtual Meetings

Meetings will be held and conducted in accordance with the agreed Standing Orders Addendum Coronavirus Act 2020. This policy sets out the practical application.

Councillors may join the meeting using the link that they will be sent or if they have downloaded Zoom they can use the meeting ID and password. All Councillors are requested to join the meeting at least 10 minutes before the official start. They will arrive at the waiting room and be brought in by the Clerk one by one. There will then be a check that microphones and cameras are operational with gallery view selected. Councillors should also change their screen name via the Participants Tab with Chairman, Vice-Chairman and Clerk identifying themselves as such. The Clerk will then bring in members of the public and ward representatives if any attending.

Everyone, with the exception of the Chairman and Clerk, will be asked to mute their microphones to ensure that extraneous noise and crosstalk does not affect the meeting. The protocol will be for councillors to raise their hand if they wish to speak and the Chairman will invite them by name. Voting on a proposal will be taken by roll call with the Chairman/Clerk reporting the outcome of the vote before proceeding to the next item.

Agendas and relevant paperwork will be emailed and posted to councillors. Queries on items are requested to be made to the Clerk prior to midday of the meeting. Reports or statements should be circulated before the meeting, but discussion should take place at the meeting.

Members of the public will be asked to contact the Clerk by noon of the day of the meeting if they wish to observe and will be sent an invitation with the link. The meeting link will not be made public as advised by Zoom in order to protect the meeting. Printed on the Agenda notice will be the rules for the conduct of members of the public, there will be provision for people to join by phone (audio only). Members of the public will be permitted to speak as normal during the public participation section of the agenda, due to the nature of the meeting control of the time allowed as stated in the standing orders will be maintained. Unless they have requested to speak about a certain item on the agenda or the Council consider that they would make a valuable contribution to the debate, members of the public will remain muted at other times of the meeting.