**CHIDHAM & HAMBROOK PARISH COUNCIL**

**PROTOCOL FOR REMOTE MEETING PROCEDURE**

In 2020 the Government issued regulations that gave local authorities greater flexibility in the conduct of meetings, including allowing members to attend remotely and for public and press access to those meetings.

These Regulations (The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020) came into force on 4 April 2020.

Subsequently, Chidham & Hambrook Parish Council started holding some Council meetings using the Zoom online meeting platform.

On 6 May 2021 the above regulations expired and Parish Councils were obliged to return to face-to-face meetings. This Council has implemented a Temporary Scheme of Delegation to allow it to continue to meet remotely until November 2021 when a review will be undertaken. The Scheme of Delegation allows recommendations to be made to the Clerk to take action on matters as Proper Officer.

The following protocol will be followed:

1. Before the meeting the agenda will be placed on the website as normal (with three clear days’ notice).
2. Members of the public are welcome to attend most meetings and should contact the Clerk for a link to the meeting.
3. Any member of the public and press who wishes to attend the meeting will need to download Zoom. Please visit the Zoom website on https://zoom.us/meetings to do this and to view tutorials and demonstrations on how to download Zoom and how to join meetings.
4. The Clerk will host the meeting on Zoom. Members of the public will enter a ‘waiting room’ on Zoom and wait for the Clerk to approve their attendance.
5. All attendees will be muted on entry to the meeting.
6. It would be helpful if members of the public could put their full name on Zoom as this appears against their video. The Chair and/or Clerk will then be able to refer to them correctly.
7. Members of the public are welcome to send any questions or comments to the Clerk prior to the meeting via email at chidhamandhambrookpc@gmail.com. These must be received 2 days before the meeting.
8. The Clerk will present any representations received to the Councillors.
9. The Chair of the meeting will control the meeting with the assistance of the Clerk if requested.
10. There will be no ‘chat’ option available to the public during formal meetings, as members of the public are observers only other than during the Public Open Forum section. Informal public meetings are exceptions.
11. Members of the public will be able to make representation during the Public Open Forum. Members of the public will be asked to ‘put their hand up’ if they wish to speak during this part of the meeting. The Clerk will ‘unmute’ members of the public who wish to speak at the instruction of the Chair. The Protocol for Public Participation in Parish Council meetings is attached.
12. When joining the meeting your microphone will automatically be muted.
13. To ask to speak during the meeting click on Participants along the bottom bar. Select Wave and a hand will appear against your name in the list of participants.
14. The host will keep an eye on this and will unmute you to speak when suitable. If the host fails to do this you will need to click the Mute/Unmute button (to the left of the bar at the bottom).
15. The host will mute you at the end of your question. If the host fails to do this, we kindly ask that you mute your microphone to avoid interference/ background noise interrupting the meeting.
16. The required standards of behaviour and discussion are the same whether in remote or face-to-face meetings.
17. Members of the public who use or display inappropriate or offensive language and/or behaviour will be removed from the meeting to the waiting room. This includes any inappropriate backdrops on display on the video.
18. If you are unable to remain at the meeting, please press the button that says “Leave Meeting”.

Adopted by the Parish Council on 1 July 2021