

Time and Place of Meetings

This Council will use Microsoft Teams to hold virtual meetings and will invite external participants to virtual meetings, if any, via email or telephone.

During the meeting

Attendance at meetings via MS Teams.

A roll call or introductions will be made at the start of the meeting to record those present.

The Chairman will confirm at the outset that they can see and hear all participating members and any member participating remotely should also confirm at the outset and at any reconvening of the meeting that they can see and hear the proceedings and the other participants. There is no requirement for councillors to sign their names on an attendance sheet when attending a meeting electronically. The Democratic Services Officer (“DSO”) will maintain a list of attendance throughout the meeting.

To be classified as a ‘member in attendance’ and attend a meeting remotely, the following conditions must be satisfied;

- (a) councillors must be able to hear and (where practicable) see; and be heard and (where practicable) be seen by, other councillors in attendance at the meeting.
- b). All other members of the public must as a minimum be able to hear (but if practicable be able to view as well)

In practice this means that if councillors can be heard and hear each other and other members of the public not speaking can hear, this would fulfil the requirements of holding a virtual meeting.

To ensure the meeting runs smoothly, all mics will be muted. The hands up and chat bar tools will be available to participants who would like to speak and they must use these apparatus to signal when they might want to input. This link will take you to a video of how to use the raise your hand feature on MS Teams:

<https://www.youtube.com/watch?v=tH3Pf0NjVHY>