**East Cottingwith Parish Council**

**Remote Meeting Guidelines for members of the public**

As part of the Covid-19 emergency measures, the Government has issued the regulations that give local authorities greater flexibility in the conduct of meetings, including allowing members to attend remotely, and for public and press to access 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.

Following the new regulations East Cottingwith Parish Council will be holding some Council meetings using Zoom online meeting platform until further notice.

**Before the meeting**

1. The Agenda will be placed on the website and on the notice board (if possible) with three clear days’ of notice. The Agenda will include the meeting identity number for the meeting
2. Any member of the Public and Press who wish to attend a meeting will need to download the Zoom App by visiting <https://zoom.us/meetings>. The website gives tutorials and demonstrations on how to download Zoom and how to join meetings.
3. Members of the public are welcome to send any questions or comments to the Clerk prior to the meeting via email to the Clerk. These must be received two working days before the meeting and will be circulated to Councillors.

**The meeting**

1. The Chair of the Council will Chair the meeting.
2. The Clerk of the Council will host the meeting on Zoom.
3. Members of the public will enter a “waiting room” on Zoom and wait for the Clerk to approve their attendance. It would be helpful if members of the public could “name themselves” so that the Chair and Clerk can refer to them correctly.
4. All attendees will be muted on entry to the meeting. Members of the public, at the invitation of the Chairman, will be able to make representation during the public forum for no more than 2 minutes, and only once, in respect of business itemised on the agenda. This may be extended at the Chairman’s discretion if time allows. Members of the public who wish to raise an issue not on the Agenda may do so. A decision cannot be taken on any item which is not on the Agenda.
5. Members of the public will be asked to “put their hand up” using the icon on Zoom if they wish to speak during the public forum.
6. The Clerk will “unmute” members of the public who wish to speak at the instruction of the Chairman.
7. At the conclusion of the public forum the Clerk will “mute” all members of the public.
8. The required standards of behaviour and discussion are the same whether in remote or face-to-face meetings. 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.
9. The Council will discuss, via email, prior to the meeting any items which are considered sufficiently confidential as to warrant exclusion of members of the press and public under the provisions of The Public Bodies (Admission to Meetings) Act 1960 and will advise of the outcome of any discussions at the meeting.
10. Under the provisions of the Local Government Audit and Accountability Act 2014 (Openness of Local Government Bodies Regulations 2014) members of the public are permitted to film or record Council meetings to which they are permitted access, in a non-disruptive manner. By logging in and participating in this meeting, you consent to this. If you do not wish to be recorded, please be advised not to login.

NB: the above will be reviewed as and when required and may be subject to change