

Monksilver Parish Council.

The following addendum to the Standing Orders is to be discussed at our 1st Zoom meeting held on 3rd July 2020.

Where physical meetings cannot be held due to the Covid-19 recommendations, parish council meetings will be held on the Zoom platform.

ZOOM MEETINGS

1. Public notices will be posted on the Monksilver Parish Council Website at least 3 working days in advance of the meeting. A hard copy will also be placed in the MPC Notice Board.
2. The Agenda and all associated information which is to be discussed will also be available on the Website.
3. Members of the public will need to notify their intention to attend by email to the clerk prior to 6.30pm on the day of the meeting.
(monksilverparishcouncil@gmail.com)
4. Should any member of the public wish to attend the Zoom meeting but need instruction or guidance on how to use any software necessary, they should email the clerk at least 3 working days prior to the meeting.
(monksilverparishcouncil@gmail.com) and assistance will be given.
5. If members of the public have a specific question for the meeting or wish to raise any concerns, details should be emailed to the Clerk at least 3 working days prior to the meeting. (monksilverparishcouncil@gmail.com) Subject to this and at the discretion of the Chairman, they will be allowed to speak to the council prior to the commencement of the meeting.
6. Members of the public attending the Zoom meeting will generally be muted. They must also NOT switch their cameras off.
7. Everyone attending the meeting are asked to:
 - a. Ensure the lighting on them is in front of them.
 - b. Ensure their background is natural and suitable.
8. The Chairman reserves the right to exclude any member of the public from the meeting should their actions affect the normal progress of the meeting.
9. Any person requesting to speak may raise a hand. The Chairman will outline the procedure at the beginning of any such meetings.
10. Voting will take place by a "a show of hands". If a show of hands is not clear enough, at the request of any Councillor or the Clerk, the Chairman will call the name of each attending councillor in turn and request them to state whether they support a

proposal, oppose a proposal or abstain.

11. If a member in remote attendance is required to leave the meeting, owing to a disclosable pecuniary interest, or another interest as set out in the council's code of conduct, in a matter being considered at a meeting, that member must log out from the remote meeting for a period agreed with the Chairman, to allow discussion to continue without them. Once the agreed time has elapsed, or if notified by the Chairman via email or other remote messaging, the member should reconnect to the same meeting.
12. If the Council resolves to exclude the public from part or all of a meeting, the Chairman will make a statement to explain reasons for the public's exclusion. On conclusion of the public business, the Chairman will thank the public for their attendance, notify Councillors that a new meeting invitation will be immediately issued by email to Councillors only, and close the remote meeting.
13. All Standing Orders pertaining to normal meetings will continue to apply.