



Standing Orders relating to Virtual Meetings

Section 78 of the *Coronavirus Act 2020* allows the Government to make Regulations relating to the conduct of the meetings of Parish Councils and other bodies.

The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020 (SI 2020/392) have now been made. These Regulations amend the provisions regarding meetings in the *Local Government Act 1972* in order to allow Councils to hold virtual meetings until 7th May 2021.

Standing Orders will continue to apply to the conduct of Council meetings, including virtual meetings. Where the existing Standing Orders conflict with these Standing Orders, these Orders shall apply.

1. The Village Council and its Committees may hold virtual meetings at any time when it is not possible to hold face-to-face meetings.
2. Virtual meetings will be held using such video conferencing providers as the Council shall consider appropriate.
3. Agendas and Notices for virtual meetings will be published on the Council's website 3 clear days before a meeting.
4. The agenda will include an invitation to members of the public to send any questions prior to the meeting or to request log in details from the Clerk if they wish to attend the virtual meeting.
5. Councillors will receive an email invitation to attend the meeting, containing a link and any log in ID and password.
6. During the public participation section of the meeting, members of the public will be able to speak when invited to do so by the Chair of the meeting. Once the public participation section has ended, members of the public will be able to remain in the meeting but will not be able to speak and microphones will be muted.
7. Councillors' microphones will be muted unless they are speaking, in order to minimise interference and background noise. A Councillor who wishes to speak should indicate by raising their hand or using the wave hand button.
8. Councillors will be asked to vote on a motion by raising their hand or using the wave hand button. A Councillor who does not have video will be asked to verbally confirm

whether they agree to a motion.

9. Any person who engages in conduct which disrupts the meeting will be asked to desist and may be removed from the meeting either immediately or following a warning.
10. Meetings may be recorded by the Council. Recordings will normally be deleted once Minutes of the meeting have been agreed by the Council.