



## **WEST HOATHLY PARISH COUNCIL**

representing Highbrook, Selsfield, Sharpthorne, Tyes Cross and West Hoathly

### **Standing Orders appendix to allow for meetings to be held remotely**

#### **Remote Meetings**

The following points relate to all Full Parish Council and Committee meetings. All remote meetings will adhere to the Parish Council Standing Orders unless superseded below.

- a) A remote meeting of the Parish Council may be convened in a circumstance where a “face to face” meeting is not possible. The authority to hold a remote meeting is granted under the Local Authorities (Coronavirus) (Flexibility of Local Authority Meetings) (England) Regulations 2020.
- b) The Parish Council will use video conferencing technology to hold all remote meetings.
- c) The agenda for remote meetings will be published online via the HoathlyHub three clear days prior to the meeting (excluding the day of publication and the day of the meeting) and will reference the fact that the meeting is to take place remotely.
- d) On the agenda members of the public will be invited to send in questions before 12:00pm on the day of the meeting. They will also be asked to let the clerk know if they wish to attend the meeting.
- e) Councillors will receive an email invitation from the Clerk for the remote meeting containing the link and dial in number.
- f) At the start of the meeting members of the public will be invited to speak. Once the formal meeting has started members of the public will not be allowed to speak and will be muted.
- g) As voting cannot easily be done via a show of hands each councillor will in turn confirm their agreement or otherwise to the proposed motion.
- h) Minutes of the remote meeting will be published as per standing orders.