

ODCOMBE PARISH COUNCIL

GUIDE FOR MEMBERS OF THE PUBLIC ATTENDING PARISH COUNCIL MEETINGS REMOTELY USING ZOOM

General information

Due to new Government Legislation, The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020

(LAPCP Regulations 2020) this Parish Council's Standing Orders have been updated to allow the use of remote meetings while social distancing is in place.

Please ensure that everyone remains respectful at all times. Anyone becoming disruptive during the meeting will be invited to leave and ultimately may be removed.

Information for Members of the Public:

1. Please contact the clerk (clerk@odcombewithoutparishcouncil.gov.uk) by 10am of the day of the meeting, meeting details will be sent to you or alternatively by tel: **07549643402** for details to join the meeting
2. Please click the link below for details of how to use zoom software with your chosen device <https://youtu.be/hlkCmbvAHQQ>
3. Please use the link sent/given to you to join the meeting. You can join the meeting either by phone, computer, or android/apple device. If joining by phone you may need to contact the Clerk for the full details on how to access the meeting.
4. Members of the public who wish to view the meeting will not be visible to others. If you are joining the meeting via a computer or android/apple device please join the meeting using audio only, if you join using video this will be switched off. You will be muted during the whole of the meeting other than the public forum item.
5. For members of the public joining by computer or android/apple device your name will be visible. Please change the name displayed for your account before joining the meeting if you do not wish your name to appear. If you are joining the meeting by phone your number will be displayed on the screen, please dial 141 before entering the phone number to join the meeting to prevent your phone number from being displayed.
6. Members of the public wishing to speak on an item on the agenda will be able to do this during the public forum. If you wish to speak at the meeting, please make this known at the start of the public forum and wait for the Chairman to prompt you to speak. Only residents of the parish are entitled to speak during this session so you should give you name at the start of speaking.
7. For those who have no visual access to the meeting, Members will state their name before speaking and voting. The agendas and the minutes of the meeting will be available on the Council's website in PDF.
8. For those who are unable to hear, the agendas and the minutes of the meeting will be available on the Councils website in PDF.
9. Any person wishing to photograph, record, broadcast or transmit the proceedings of a meeting should notify the Council at the beginning of the meeting.