



Kirton in Lindsey Town Council

Policy 31: Virtual Meeting Procedure

Reviewed and Adopted March 2021 (v.20211) FC2103E/10

From 4 April 2020 until May 2021, Town and Parish Councils have been given provision under *The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020* ("the 2020 Regulations") to hold legal virtual meetings in order that Town and Parish Council business can be maintained.

A variety of different platforms are available to facilitate this method of meeting.

The Town Council has chosen to use the Zoom platform in order that the meeting is publicly available and so that members of the Council and the public can join via online methods or dial in using a telephone connection. The Clerk will Host the meeting using the Town Council-paid account set up for this purpose.

The meeting will be a formal Town Council meeting and will be held using the agenda and summons which the Clerk has published. It will be governed by the usual Standing Orders, Financial Regulations and associated policies.

A code and link to the virtual meeting will be published on the agenda for Councillors, and information about accessing the meeting will be provided on the noticeboard and online in order that the public are able to attend, just as they would be able to attend a meeting in the Town Hall.

As the 'Host', the Clerk will have the ability to mute or remove anyone deemed a nuisance at the Chair's request.

All Councillor attendees will display their name in order for the public to be able to identify them, just as they would at an in-person meeting. If a Councillor has used the telephone dial-in option, the Clerk has the ability to amend their display name from the default of a redacted telephone number.

If a Councillor has declared an interest in an item on the agenda, they will be required to leave the meeting for the duration of the agenda item. Once the item has been concluded, they will be re-admitted.

If necessary, the Clerk will display any documents required using the documents function.

As with meetings in the Town Hall, members of the public will be given the opportunity to speak during public participation, but will not be permitted, unless invited to do so by the Chair, to speak at other times.

Anyone wanting to speak should respond to the invitation of the Chair to do so.

The Councillor participants may introduce themselves or be introduced by the Chair. Members of the public may introduce themselves if they should wish at the invitation of the Chair.

Throughout the meeting, the Chair will seek the opinions, decisions and votes of the Councillors in attendance by inviting each Councillor to respond in turn, either in alphabetical order or reverse alphabetical order. After discussions, questions by members are asked by either the raising of the hand physically or via the 'Reactions' buttons available through the Zoom platform

This procedure was amended at the meeting on 24<sup>th</sup> March 2021 and will be due for review in one year.

24<sup>th</sup> March 2021; **Version 2**