



MULTI LOCATION (HYBRID) MEETING PROCEDURE

1 INTRODUCTION

1.1 As from the 1 May 2021 the Local Government and Elections (Wales) Act 2021 came into force making it easier for meetings to take place through a variety of arrangements, including multi location. Examples of this could include:

- all participants are in the same physical location;
- all participants are in the same physical location except one individual who joins from another location;
- roughly equal number of councillors are present in a physical space and joining through remote means;
- wholly through remote means where no physical arrangements have been made.

2 SETTING UP THE MEETING

2.1 The meeting will be a formal Community 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.

2.2 The Community Council has chosen to use the platform Teams and the Clerk/Chair will host the meeting using a paid account.

2.3 Members wishing to join the meeting remotely (whether by video or telephone) will be required to request the Teams Access link in advance of the meeting(*). The meetings will be open to the press and public, however, the link to the virtual meeting will NOT be published on the agenda.

2.4 Should a member of the public wish to attend virtually, they too will need to contact the Clerk in advance to request the meeting link(*) and the Clerk will keep a record of the attendees expected to reduce any security risks. As with face to face meetings, 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.

(*)The meeting link will need to be requested no later than 4.00pm on the evening of the meeting to allow, if necessary, for the equipment to be set up

- 2.5 Attendees will collect in the Teams ‘waiting room’ prior to the meeting. As the ‘Host’, the Clerk/Chair will have the ability to mute or remove anyone deemed a nuisance at the Chairman’s request.
- 2.6 All attendees will be set to ‘mute’ on commencement of the meeting and only the Chair of the meeting will remain unmuted. All other participants, if they wish to speak will be invited to unmute. The Clerk will have the ability to mute anyone who forgets.
- 2.7 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.
- 2.8 If a Councillor has declared an interest in an item on the agenda, they will be placed in the waiting room for the duration of the agenda item. Once the item has been concluded, they will be re-admitted.
- 2.9 The Clerk/Chair will display any documents required using the ‘share screen’ function and if necessary can allow this function to be opened to other members.
- 2.10 Anyone wanting to speak should raise their hand using ‘raise hand’ in the options within the Participants section [or by waving if they are using a camera so that the Chair can see].
- 2.11 The ‘Chat’ function will be disabled during the meeting.
- 2.12 Voting will be undertaken by a show of hands where video conferencing is enabled which will be verbally confirmed (so that members on the telephone can hear) and by a verbal response for telephone connection. The Chair will address each member individually. Should the council wish or be required to hold a ballot vote, this will be done by members individually contacting the Clerk.

3 PHOTOGRAPHING, RECORDING, BROADCASTING OR TRANSMITTING

- 3.1 Photographing, recording, broadcasting, or transmitting the proceedings of a meeting by any means is not permitted without the Council’s prior written consent in accordance with 3 (i) Meeting Generally of the Council’s Standing Orders.
- 3.2 The Community Council is not liable for the actions of any person making a recording at or of a Community Council meeting which identifies a member of the public or for any publication of that recording.
- 3.3 The Community Council may itself photograph, film or record meetings and can retain, use, or dispose of such material in accordance with its document retention and disposals policy.

- 3.4 The printed, and signed, minutes of a Community Council meeting remain the statutory and legally binding formal record of Community Council decisions.
- 3.5 Meeting participants may wish to protect their personal environment by choosing a virtual background in the Teams Settings 'Virtual Background' or alternatively should consider what can be seen behind them while on camera.