

For guidance with formal policy approval at the 27th April 2020 online meeting

Protocol for meetings of Drayton Parslow Parish Council 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

This protocol under the Regulations remains in force until 7 May 2021 unless withdrawn as a minuted decision by the Parish Council.

The Parish Council will continue to publicise meetings in the normal manner, posting on the Parish Council website, giving three working days' notice. The minutes will be taken by the Clerk and posted to the Parish Council website. Meetings will only be held where matters need to be considered that cannot reasonably be administered under the Clerk's delegated powers. There will be a minimum of four meetings between May 2020 and April 2021.

Meetings will be held remotely using the WebEx digital platform. In order to attend a computer, tablet or smartphone with internet connectivity will be the preferred method. All Parish Councillors will be required to connect via a device capable of both audio and video so that they may be both seen and heard by those in attendance.

Members of the public who wish to speak at the meeting may attend the meeting using a digital device with internet connectivity and working audio and, if possible, video in order to speak during the open session before the meeting starts.

The meeting will be open to residents and other parties with a legitimate interest in speaking or attending. Those who wish to attend and/or speak must register with the Clerk. The Clerk will provide login credentials for the meeting. If the person wishing to speak cannot access via the internet they may dial in by telephone, the Clerk will provide the number and access code. The Clerk will read any written correspondence to the council in the open session before the meeting starts.

Residents who attend the meeting will be muted upon entry. Those who have registered a desire to speak will be invited to do so by the Chairman and they will be unmuted. Residents who may wish to add comments who have not registered to speak may show their intention by either using the WebEx "raise hand" capability or sending a message in the chat window to the Chairman.

When the meeting begins, as it is protocol for a meeting to be watched with no facility for comments from the floor, all residents will be muted for the duration of the meeting.

Statement regarding the **Data Protection Act 2018** (GDPR). It will be necessary for residents to provide personal data in order to register to attend and to speak, and the WebEx platform is capable of recording the information of those who attend meetings. This information will be available to the Clerk and the meeting organiser who will either be the Clerk or the Chairman. After the meeting has ended this personal data will be deleted and it will not be recorded or form part of the minutes.