

## **TETSWORTH PARISH COUNCIL POLICY FOR REMOTE MEETINGS WHEN**

### **IN-PERSON MEETINGS ARE PROHIBITED (Adopted May 2022)**

1. As soon as notification of the prohibition of in-person meetings is received, in accordance with Standing Order 18a and provided that the exclusions in Financial Regulation 1.13 do not apply, the Council shall with immediate effect delegate to the Clerk/RFO the authorisation of the payment of money in exercise of the Council's functions and such other duties as may be required in conjunction with the Chairman. This delegation will remain in force until the first full meeting of the Council after either the prohibition is removed or virtual meetings are authorised.
2. When virtual meetings are permitted, the following orders shall apply:
  - a. The Proper Officer shall provide public notice of the time, place and agenda of a remote meeting of the Council on the Tetsworth Parish Council website.
  - b. A meeting of the Council is not limited to a meeting of persons all of whom, or any of whom, are present in the same place and any reference to a "place" where a meeting is held, or to be held, includes reference to more than one place including electronic, digital or virtual locations such as internet locations, web addresses or conference call telephone numbers.
  - c. Members (including members of the public) in remote attendance attend the meeting at any time if all of these conditions are satisfied:
    - i. They are able to hear, and where practicable see, and be so heard and, where practicable, be seen by, the other members in attendance.
    - ii. They are able to hear, and where practicable see, and be so heard and, where practicable, be seen by, any members of the public entitled to attend the meeting in order to exercise a right to speak at the meeting, and
    - iii. They are able to be so heard and, where practicable, be seen by any other members of the public attending the meeting.
  - d. Member and public access to documents and remote access of public and press to a Council meeting shall be available to enable them to attend or participate in that meeting by electronic means, including by telephone conference, video conference, live webcasts, and live interactive streaming.
  - e. A meeting being "open to the public" includes access to the meeting through remote means including (but not limited to) video conferencing, live webcast, and live interactive streaming and where a meeting is accessible to the public through such remote means the meeting is open to the public whether or not members of the public are able to attend the meeting in person;
  - f. Being "present" at a meeting includes access through remote means mentioned in sub-paragraph d above."
  - g. A councillor with voting rights who is required to withdraw from a meeting when it is considering a matter in which he has a disclosable pecuniary interest may return to the meeting after it has considered the matter in which he had the interest; during a remote meeting this shall be after a period of 5 minutes.
  - h. Voting on a question shall be by a show of hands, members verbally announcing their vote each in turn or pressing a button to record their vote.

- i. The accuracy of draft minutes, including any amendment(s) made to them, shall be confirmed by resolution and shall be signed by the chairman of the Council at the next available in-person meeting of the Council and stand as an accurate record of the meeting to which the minutes relate.
- j. If the chairman of the meeting does not consider the minutes to be an accurate record of the meeting to which they relate, he shall sign the minutes and include a paragraph to that effect, at the next available in-person meeting of the Council.
- k. The Proper Officer shall publish the minutes of a remote meeting of the Council on the TetsworthParish Council website.
- l. For extraordinary meetings, in the event the Chairman has not called an extraordinary meeting of the Council within seven days of having been requested in writing to do so by two councillors, any two councillors may convene an extraordinary meeting of the Council. If that meeting is to be held remotely then the public notice giving the time, place and agenda for such a meeting shall be signed electronically by the two councillors.