

Standing Order - Remote Meetings

INTRODUCTION:

The following Standing Order is an addendum to the Standing Orders (SOs) for Skipwith Parish Council to enable the effective management of meetings held remotely due to the Coronavirus pandemic; in all other matters, Skipwith Parish SOs apply.

CONVENING

- A remote meeting of the Council or of one of its committees will be convened in accordance with Paragraph 10 of the Local Government Act 1972.
- The council will use the Zoom platform to facilitate the remote meeting via video link.
- The council will ensure that all non-confidential meeting papers are posted on its website.

CHAIRMAN'S ROLE:

All meetings shall commence with a statement from the council Chairman, outlining the procedures to be undertaken to hold a lawful and effective remote meeting and will highlight the requirement for all councillors and non-councillors with voting rights to observe the code of conduct adopted by the Council.

PRESENT:

Councillors are deemed present for the purposes of any remote meeting, when they can speak, hear, and be heard (and where practicable see and be seen) by all those in attendance.

Where the council has taken reasonable measures to provide guidance and support to a councillor to join a remote meeting, but that member is experiencing difficulties that are outside of the control of the council, the lack of attendance of the member shall not invalidate a properly convened and quorate meeting

All councillors present will be required to state their name prior to the commencement of the meeting.

QUORUM:

No business may be transacted at a meeting unless at least one third of the whole number of members of the Council are present and in no case shall the quorum of a meeting be less than three.

If a meeting is or becomes inquorate no business shall be transacted and the meeting shall be closed. The business on the agenda for the meeting shall be adjourned to another meeting.

VOTING:

Subject to a meeting being quorate, all questions at a meeting shall be decided by a majority of the councillors and non-councillors with voting rights present and voting.

The chairman of a meeting may give an original vote on any matter put to the vote, and in the case of an equality of votes may exercise his casting vote whether or not he gave an original vote.

At the request of a councillor, the voting on any question shall be recorded so as to show whether each councillor present and voting gave his vote for or against that question. Such a request shall be made before moving on to the next item of business on the agenda.

COUNCIL DISCUSSION:

- Members will make it known to the Chairman by raising their hand if they wish to contribute to the discussion
- On each item of business to be transacted, which requires discussion, the rules of debate, as set out in Skipwith Parish Council Standing Orders, will apply.

DECLARATIONS OF INTEREST IN AN ITEM OF BUSINESS TO BE TRANSACTED AT THE MEETING:

A councillor or a non-councillor with voting rights who has a disclosable pecuniary interest or another interest as set out in the Council's code of conduct in a matter being considered at a meeting is subject to statutory limitations or restrictions under the code on his right to participate and vote on that matter.

- Should a member have a disclosable pecuniary interest or other interest, they will be asked to leave the platform and will be invited back via Zoom once that specific item has been discussed.

PUBLIC PARTICIPATION:

Members of the public joining the meeting by video link will make it known to the Chairman by raising their hand if they wish to contribute to the discussion in the Public session. The clerk will make a note of these and they will be invited to speak by the chairman.

EXCLUSION OF THE PRESS AND PUBLIC

All meetings of the council and its committees must be available for the press and public to attend (i.e. open to the public).

The council or a committee may resolve to exclude the press and public, from a meeting (whether during the whole or part of the proceedings), due to publicity of the matter being prejudicial to the public interest, by reason of the confidential nature of the business to be transacted or for other special reasons.

Once the council has resolved to exclude the press and public from the meeting the host will remove members of press and public from the meeting via the video link.