



Participation and Conduct during a Video Meeting of the Town Council

Members of Public and Media.

1. If you wish to speak please inform the Town Clerk no later than 5pm on the last working day preceding the meeting
2. If you are raising a particular issue relating to the agenda, it will help the Council if you could put your question or provide other information related to your question in writing before the meeting.
3. When you sign into the meeting you will arrive in the organisers meeting room.
4. The administrator will check you are the person requesting admission to the meeting.
5. Your name or pseudo name will appear on the meeting screen.
6. Zoom has the facility to employ a virtual background should you wish to keep your surroundings private.
7. The meetings are not recorded on any media.
8. When you join the meeting, your microphone will be muted although you will be able to hear the meeting.
9. The Chairman will go through some formalities of the meeting and then proceed to address each agenda item in turn.
10. The public or media have a ten-minute opportunity to put questions to the Council during the meeting. This may be extended at the discretion of the Chairman.
11. The Chairman will invite members of the public to speak in turn.
12. You may leave the meeting at any time by clicking the appropriate tile in Zoom.
13. Unbecoming comments, aggressiveness, foul language or outburst toward the Council will not be tolerated and your participation will be terminated. You will not be allowed to re-join the meeting.
14. Minutes of the meeting will be prepared and placed on the Town Council website after they are agreed at the next Council meeting