



St Stephen in Brannel Parish Council

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Remote Meetings – Amendments to Standing Orders¹

Introduction

The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority Police and Crime Panel Meetings) (England and Wales) Regulations 2020 allow local councils to hold remote meetings. The regulations give automatic authority to hold remote meetings and amend standing orders as required.

These regulations remain in force until 7th May 2021 or earlier if repealed by National Government.

General

This document should be read in conjunction with Council's standing orders and Remote Meeting Policy.

The Regulations made under s78 of the Coronavirus Act 2020 apply and where there is a conflict between these and any other adopted standing orders or legislation, the procedures in this document take precedence in relation to any remote meeting.

1. Annual Meeting

The requirement to hold an Annual Meeting of the Council is to be disregarded and prior to 7th May 2021 may only take place

- where called by the Chairman or
- following a resolution calling for an annual meeting being passed at an ordinary or extra ordinary meeting of the Council.

2. Access to Information

- a) Where a document is required to be 'open to inspection' this shall include being published on Council's website.
- b) Where a document is required to be published and made available at Council's offices, this shall include being published on Council's website.
- c) Where there is a requirement to publish information including public notices, agendas, minutes, background papers and written reports, this shall include being published on Council's website.

¹ Adopted by Full Council at the meeting held on Wednesday 3rd June 2020 under minute number FPC81/20. Due for review in May 2021 unless legislation dictates otherwise.

3. Remote Access to Meetings

- a) The definition of meeting within the Council's standing orders is amended so that
- 'place' includes where a meeting is held, or is to be held in more than one place including electronic, digital or virtual locations such as internet locations, web addresses or conference call telephone numbers;
 - 'open to the public' includes access to the meeting by remote means including video conferencing, live webcasting and interactive streaming;
 - where a meeting is accessible to the public through remote means, the meeting is open to the public whether or not members of the public are able to attend the meeting in person.

4. Councillors in Remote Attendance

- a) A councillor in remote attendance is present and counted for the purposes of the quorum when they can:
- hear and where practicable see other members of the council
 - hear and where practicable see members of the public wishing to participate during the public session of the meeting or as invited by the Chairman
- b) A councillor in remote attendance will be deemed to have left the meeting where, at any point in time during the meeting, any of the conditions for remote attendance at 4 a) are not met.
- c) Subject to 4 b) the Chairman, may if appropriate
- adjourn the meeting to permit conditions for remote attendance to be re-established
 - count the number of councillors in attendance for the purpose of the quorum

5. Remote attendance by members of the public

- a) A member of the public is in remote attendance when they can:
- hear and where practicable see and so be heard and where practicable seen by members of the council at the meeting
 - hear and where practicable see and so be heard and where practicable seen by other members of the public attending the meeting including those wishing to speak during the public session or as invited by the Chairman
- b) A member of the public in remote attendance will be deemed to have left the meeting where, at any point in time during the meeting, any of the conditions for remote attendance at 5 a) are not met.
- c) Subject to 5 b) the Chairman may if appropriate
- adjourn the meeting to permit conditions for remote attendance to be re-established
 - vary the order of the agenda or complete the remaining business of the meeting in the absence of the member of the public in remote attendance.

6. Remote Voting

Unless a recorded vote is demanded, the Chairman will take the vote by:

the show of physical hands;

- the show of virtual hands;
- using the participants "yes button" or
- a verbal roll call.

7. Code of Conduct – councillors excluded from the meeting

Where a councillor is required to leave the room as a requirement of the Council's code of conduct, they will be placed within the "waiting room" whilst any discussion or vote take place.

8. Exclusion of the press and public

Where Council has resolved to exclude the press and public from any part of the meeting, due to the confidentiality of the business to be discussed then:

- The means of remote attendance and access to the meeting by members of the press and public will be severed
- Each councillor present shall declare that there are no other persons present who are not entitled to be (hearing or seeing), and/or recording the meeting.