

WHITTLESEY TOWN COUNCIL

For the health, safety and well-being of our community as a result of Covid-19 and following the instruction of the Prime Minister's address on 23rd March 2020 all Parish Council meetings will be held remotely until further notice.

Whittlesey Town Council have resolved to use Zoom to facilitate the holding of meetings.

Minutes of the virtual meeting of the Full Council held on Tuesday 28th April 2020 at 2.00pm.

Present: Cllr Mrs Windle, Cllr Miscandlon, Boden, Dorling, Mrs Mayor, Munns, Boden, Whitwell, Mason, Wicks, Mrs Laws, Davies, Gerstner.

Officer in attendance: Mrs Sue Piergianni – Town Clerk & RFO

F61/20. To receive apologies from absent members and the reason for the apology.

Cllr Lang Whiston (personal)

F62/20 Declaration of Members Pecuniary Interests, on items to be discussed later in the agenda and the Council to decide which items are to be discussed as confidential under agenda item number F67/20.

Grosvenor House
Peel House

F63/20. To confirm and sign the Minutes from the Full Council Meeting held on the Wednesday 11th March 2020.

These will be addressed on Thursday 30th April 2020.

F64/20. Agenda items for Discussion.

Revision of Standing Orders to allow public participation at virtual meetings.

Cllr Boden suggested that the standing orders not be amended but additional standing orders be added and remain in force until 7th May 2021 unless otherwise extended or revoked under the government regulations due to COVID19. The new standing orders were proposed by Cllr Mrs Laws, seconded Cllr Boden with a unanimous vote in favour. (Additional Standing Orders are attached to these minutes)

65/20. Date of next meeting – Thursday 30th April 2020 at 2.00pm.

F66/20. Exclusion of the Public, including the Press. Proposed Cllr Boden, seconded Cllr Mason,

F67/20. To discuss those items previously agreed at agenda item F62/2020

Members thanked Cllr Mason and the Clerk for all their hard work and patience in relation to Peel House.

Meeting closed: 16.21.



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Cllr Mrs Julie Windle
Town Mayor

*Approved Full Council
28th April 2020
RPP*

WHITTLESEY TOWN COUNCIL
ADDITIONAL STANDING ORDERS

1. Introduction

- 1.1 These Additional Standing Orders have been approved by the Town Council at its meeting on 28th April 2020 in order to implement The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panels Meetings) (England and Wales) Regulations 2020 (the 'Regulations').
- 1.1 The Regulations enable the Council to hold meetings, including Committee Meetings, without all, or any, of the members being physically present in a room. They allow for remote meetings through electronic and digital means at virtual locations using video and telephone conferencing, live webcast and live interactive streaming.
- 1.2 The "place" at which the meeting may be held may be Peel House, or where the organiser of the meeting is located, or an electronic, digital or virtual location, a web address or a conference call telephone number.
- 1.3 In order for members to be able to attend meetings of the Council remotely, they need not be physically present, provided they are able to hear and be heard by other councillors and members of the public attending remotely or in person.
- 1.4 The Additional Standing Orders in this document take precedence over the existing Standing Orders of the Town Council in relation to the governance of remote meetings. For the avoidance of doubt, where there is any inconsistency between these Additional Standing Orders and existing provisions in the Council's Standing Orders, these Additional Standing Orders shall take precedence.
- 1.5 In line with the Regulations, these Additional Standing Orders are designed to provide a structure for virtual formal Council and Committee meetings involving Members, The Town Clerk and the public during the Covid-19 crisis and come into force with effect from 28th April 2020.
- 1.6 This document will remain in force until 7th May 2021 unless otherwise extended or revoked.

2. Remote Attendance

2.1 Members

- (a) A Member in remote attendance is present and attends the meeting, including for the purposes of the meeting's quorum, if at any time all three of the following conditions are satisfied, those conditions being that the Member in remote attendance is able at that time:

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- (i) to hear, and be so heard by, the other Members in attendance;
- (ii) to hear, and be so heard by, any members of the public entitled to attend the meeting in order to exercise a right to speak at the meeting; and
- (iii) to be so heard by any other members of the public attending the meeting.

(b) A Member 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 contained in (a) above are not met. In such circumstance the Chair may, as they deem appropriate;

- (i) adjourn the meeting for a short period to permit the conditions for remote attendance of a Member contained in (a) above to be re-established;
- (ii) count the number of Members in attendance for the purposes of the quorum; or
- (iii) continue to transact the remaining business of the meeting in the absence of the Member in remote attendance.

2.2 Members of the Public

(a) A member of the public entitled to attend the meeting in order to exercise a right to speak at the meeting is in remote attendance at any time if all three of the following conditions are satisfied, those conditions being that the member of the public in remote attendance is able at that time:

- (i) to hear, and be so heard by, Members in attendance;
- (ii) to hear and be so heard by, any other members of the public entitled to attend the meeting in order to exercise a right to speak at the meeting; and
- (iii) to be so heard by any other members of the public attending the meeting.

(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 contained in (a) above are not met. In such circumstance the Chair may, as he or she deems appropriate:

- (i) adjourn the meeting for a short period to permit the conditions for remote attendance to be re-established;
- (ii) suspend consideration of the item of business in relation to the member of public's attendance until such time as a following item of business on the agenda has been transacted and the conditions for the member of the public's remote attendance have been re-established or, on confirmation that this cannot be done, before the end of the meeting, whichever is the earliest; or

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- (iii) continue to transact the remaining business of the meeting in the absence of the member of the public in remote attendance.

3 Decisions of Formal Meetings of the Council and its Committees

- 3.1 Decisions to be taken over the next 3 to 6 months are under review and virtual meetings will be called where necessary to ensure that necessary business can continue to be transacted.

4. Virtual Meetings of Full Council and Committees

- 4.1 Meetings of Full Council and Committees will take place using the Zoom software platform.

5 Public Speaking at Full Council

- 5.1 The Council will continue to take public comments as set out in the Standing Orders, but at no other point in any meeting. A member of the public who wishes to speak will need to register in advance in accordance with the requirements contained in the Notice of Meeting.

6. Speaking at Virtual Full Council Meetings

- 6.1 Speeches from Members should be kept to a minimum. Members who wish to speak during a meeting will need to click on the "raise your hand" icon within the participant section and then they will be invited to speak by the Chairman. Members are asked to state their name before making a comment. Where a Member is not using the video facility within Zoom, they need to wait for the Chairman to ask if any other Member wishes to speak.

7 Voting at Meetings

- 7.1 Voting will be managed through the Chairman via the Town Clerk hosting the meeting. If an item requires a vote, the Chairman will ask all Members to turn their microphones on. The Chairman will then read out the name of each Member in turn in alphabetical order and ask them how they wish to vote. Once a Member has given their vote then their microphone should be muted again. The Town Clerk will record the outcome of the voting and announce it at the meeting. If an item does not appear to be contentious, the Chairman will ask Members whether any Member disagrees or wishes to abstain. This will be actioned by the Member clicking on the "raise your hand" icon within the participant section or speaking if not using the video facility on Zoom. If nobody objects the motion will be taken as carried.

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8 Running a Virtual Meeting

Joining a Virtual Meeting

- 8.1 All meeting participants will be required to utilise their personal IT or phone equipment to access meetings.
- 8.2 Councillors are encouraged to join the meeting promptly (i.e. at least ten minutes before the scheduled start time) in order to resolve any issues with joining and avoid disrupting the meeting. The Chairman will remind councillors to mute their microphones when not speaking. This is done in order to reduce feedback and background noise. The Town Clerk hosting the meeting may perform this function as well.

Access to Documents

- 8.3 The Town Clerk will publish the agenda and reports for all meetings on the Council's website and will notify councillors by email. Printed copies will not be available for inspection at the Council's offices.

Public Access

- 8.4 The following wording will be added to the Council's website as well as to the meeting page for each meeting.

Due to Government guidance on social-distancing and the Covid-19 virus it will not be possible to hold a physical meeting of the [XXX Committee of] Whittlesey Town Council on XXX. Arrangements are being made for the press and public to follow the decision-making via Zoom. Details of how to watch the meeting will be published on the Council's website.

- 8.5 The requirement to ensure meetings are open to the public includes access by remote means, including video conferencing, live webcast and live interactive streaming. 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.

Registering Attendance and Meeting Etiquette

- 8.6 At the start of the meeting, the Chairman will carry out a roll call of all Members present. Confirmation will be given by each Member unmuting their microphone when their name is called to confirm they are present.
- 8.7 All Members and the Town Clerk, except the Chairman, are asked to keep their microphones on mute unless invited to speak. Any Member returning after a disconnection is asked not to interrupt when returning to announce their return.



Members Speaking at Meetings

- 8.8 Members who wish to speak during a meeting will need to click on the "raise your hand" icon within the participant section. The Chairman may ask each person in turn if they have any points they wish to raise on a particular item before completing the discussion on that item. When referring to reports or making specific comments, Members should refer to the report and page number in the agenda document pack so that all Members have a clear understanding of what is being discussed at all time. Those members who are not using the video facility on Zoom are asked to wait until the Chairman asks if any other member wishes to speak.

Exclusion of Press and Members of the Public

- 8.9 The press and members of the public will not be able to access virtual meetings considering exempt or confidential information and those parts of the meeting will not be accessible to the press and public via Zoom.

Dealing with technical difficulties

- 8.10 In the event that the Chairman or the Town Clerk hosting the meeting identifies a failure of the remote participation facility, the Chairman will declare an adjournment while the fault is addressed. If it is not possible to address the fault and the meeting is inquorate, the meeting will be abandoned until such time as it can be reconvened. If the meeting is quorate, the Chairman will decide if this meeting should continue, depending on the difficulties being experienced, or whether it should be adjourned until a later time or date.

9 Review

These Additional Standing Orders will be kept under regular review by the Finance & Policy Committee and updated as necessary by Full Council.

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