



"Not for self"

Oswestry Rural Parish Council

Remote Meetings Policy

1. Authority

The Local Authorities and Police and Crime Panels (Coronavirus)(Flexibility of Local Authority and Police and Crime Panel Meetings)(England and Wales) Regulations 2020 and Section 78, Chapter 7 of the Coronavirus Act 2020.

The above Regulations and legislation allowed parish and town councils to hold virtual meetings and permitted persons not in the same place to attend council meetings.

This Regulation ceased to apply in May 2021, and it is no longer legal for the parish council to hold official virtual council meetings. However, the council may continue to hold informal virtual meetings.

This policy regulates how the parish council will facilitate and conduct virtual meetings which will be held by Zoom¹.

2. Remote attendance

Anyone attending a virtual meeting must be able to:

- a) Hear, and where practicable see, and be so heard and, where practicable, be seen by, the other members in attendance.
- b) 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.
- c) Be so heard and, where practicable, be seen by any other members of the public attending the meeting.

All these conditions must be satisfied.

3. Setting up Virtual Meetings

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All virtual meetings will be scheduled by the Clerk who is the administrator of the council's Zoom account. Once the meeting has been scheduled all attendees will receive a link to the virtual meeting.

4. Joining Virtual Meetings

Attendees should click on the Zoom link before the meeting starts and the host will allow them to join the meeting.

5. Hosting Virtual Meetings

Virtual meetings may be hosted by the Clerk or co-hosted by another council member. This will allow the host or co-host to control who can speak by muting and unmuting attendees.

6. Confidentiality

When confidential business is being discussed councillors must ensure that they cannot be heard by anyone else. Each councillor is responsible for ensuring they do not breach the General Data Protection Regulations.

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