

# RUYTON XI TOWNS PARISH COUNCIL

## REMOTE MEETINGS PROTOCOL

Adopted: May 2020  
Last reviewed: Aug 2024  
Next review: Aug 2026

### **Introduction**

On the 4 April 2020, the government brought The Local Authorities (Coronavirus) (Flexibility of Local Authority Meetings) (England) Regulations 2020 into force to allow local authorities to conduct meetings remotely. This legislation was time-limited and expired in May 2021.

This protocol will remain in effect for the eventuality that the primary legislation is introduced in the future to permit Local Authorities to hold Council meetings remotely.

### **Remote meetings platform**

Ruyton XI Towns Parish Council will use the remote meetings platform “Zoom” or other agreed appropriate platform for its remote meetings.

### **Meeting security**

The clerk will generate a new, unique meeting ID and passcode for each remote meeting. For public meetings, the meeting ID and passcode for each meeting will be published on the Parish Council website alongside the agenda. Ordinarily, only the (host) clerk will have the ability to share their screen during the meeting.

### **Before a meeting**

For public meetings: Agendas, remote meeting dates, and start times will be advertised on the Parish Council Website in accordance with usual timeframes as laid out in legislation governing Council meetings. The agenda, joining instructions and meeting papers will be emailed out to parish councillors and Shropshire councillors as usual.

For virtual meetings that are not open to the general public, Zoom meeting links, passcodes, etc., will be emailed direct to all meeting invitees, rather than being published online.

### **Meeting Management**

Regarding public participation, the usual Standing Orders and Dignity & Respect policies will apply to remote meetings and these can be found on the Parish Council website.

Failure to adhere to the above policies may lead to participants being muted or removed from the meeting.