



# GWAUN CAE GURWEN COMMUNITY COUNCIL

## VIRTUAL MEETING POLICY

### May 2023

#### 1. MEETING DOCUMENTS:

Councillors will receive the meeting summons, agenda and other documents electronically at least three clear days before the meeting. The meeting notice, agenda and other documents will be published on the council's website at least three clear days before the meeting unless the meeting is convened at shorter notice. Any person unable to access the website must contact the council and request an electronic copy.

#### 2. PLATFORM:

Gwaun Cae Gurwen Community Council will utilise Zoom for remote attendance at meeting. Zoom enables video and audio conferencing by landline, mobile devices and computers.

The summons will include:

- Meeting Link
- Meeting ID
- Meeting Passcode

#### 3. STANDING ORDERS:

Standing Orders will apply to all meetings.

#### 4. RECORDINGS:

Meetings will only be recorded with council agreement and won't be published online or shared outside of council.

#### 5. ZOOM FEATURES:

##### a) Mute:

During the meeting all persons other than those speaking will be muted.

##### b) Electronic Hand:

Those present will raise their electronic hand to indicate they wish to speak, the Chair will call on them to speak in turn.

##### c) Chat:

The chat function should only be used to share information (i.e. if a member needs to leave, or to share a link to something pertinent to an item on the agenda).

#### 6. DECLARATION OF INTERESTS

A councillor that has declared an interest that requires them to leave the meeting will be placed in the waiting room. On conclusion of the item the councillor will be admitted back to the meeting.

#### 7. VOTING:

All voting will be undertaken by a show of electronic hands.

#### 8. ACCESS TO MEETINGS:

**GWAUN CAE GURWEN COMMUNITY COUNCIL**  
**VIRTUAL MEETING POLICY**  
**May 2023**

In the event that an item on the agenda requires the public to be excluded pursuant to Section 100A of the Local Government Act 1972, any non-members present will be placed in the waiting room until the item is concluded.

**9. CONNECTIVITY ISSUES:**

In the case of poor connectivity, the Chair will decide whether to continue with the meeting. If connection issues result in the meeting becoming inquorate, members will endeavour to re-join for a period of 15 minutes. If after 15 minutes the meeting is still inquorate the Chair will suspend the meeting and reconvene at a later time and date.