

Castle Bromwich Parish Council

Council Office, Arden Hall, Water Orton Road, Castle Bromwich, B36 9PB
Tel: 0121 747 6503 Email: counciloffice@castlebromwichpc.gov.uk
www.castlebromwichpc.gov.uk



Procedure for online meetings

The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020 allow the parish council to hold meetings remotely for a temporary period to 07/05/2021.

The Council's Standing Orders will continue to apply.

Meeting Notice and Agenda

A notice of the meeting and the agenda will be posted to the website. Where possible a notice will be posted to the council's notice boards.

Members of the council and its committees will receive a summons to attend, both by email at least three clear working days in advance of the meeting, and by post.

Members of the public and press wishing to attend these meetings will need to contact the parish council office to ask for the meeting password and joining details.

Council Discussion

The Council Chairman (or Chairman of the committee, if a committee meeting) will chair the meeting.

An officer of the Council will host the meeting and will 'mute' all microphones except for that belonging to the person speaking or anyone joining the meeting by telephone, to ensure clarity during discussion.

Any member wishing to speak is to raise their hand; the Chairman will then decide the order in which members may speak and their microphone will be unmuted accordingly.

If a member is unable to see or be seen by other members, the Chairman will ask them if they wish to speak on a matter.

Voting

Voting will be by a show of hands and any member who cannot see or be seen will be asked to speak, to say whether 'in favour', 'against' or 'abstaining'.

Interests

Any member required to declare a prejudicial pecuniary, or other prejudicial, interest in any matter being discussed that would ordinarily require them to leave the meeting must notify the meeting as soon as possible. The host will arrange for that member to enter a break-out room during the relevant discussion and then arrange for the member to re-enter the meeting at the end of the relevant discussion.

Minutes

Minutes of all meetings will be approved by members at the following meeting. The minutes will be signed by the Chairman at the approving meeting and will be returned to the council office in a timely manner.

Confidential matters

Any confidential matters for which it would be necessary to exclude members of the public and press will be discussed after any attending members of the public have either been placed in the break-out room or left the meeting.

Agreed by Castle Bromwich Parish Council at the meeting held: 27 May 2020

Date of review: August 2020