



# FELIXSTOWE

## TOWN COUNCIL

### **Remote Meeting Guidelines**

Felixstowe Town Council will be holding some Council meetings using Zoom, the online meeting platform.

#### **Before the meeting**

1. The Agenda will be published on the Town Council's website and social media channels in the usual way. A hard copy will also be displayed on the Town Hall notice board.
2. A link to join the meeting will be clearly shown on the Agenda, which will also include the meeting ID and password if necessary. Details will also be provided for members of the public to be able to join by telephone if they are unable to access Zoom online.

#### **At the meeting**

3. Members of the public are advised to join the meeting a few minutes before the published time in preparation for a prompt start.
4. Before the meeting begins it would be helpful if members of the public could check that their online name is as they would wish to be referred by the Mayor/Chairman.
5. The Mayor (or Committee Chairman) will Chair the meeting and direct proceedings in accordance with the Agenda and supported by the Clerk as required.
6. Council's Standing Orders will be used to assist the Chair in their management of the meeting.
7. The Chair will ask any members of the public present who wish to speak during the public session to use the 'raise your hand' icon function on Zoom.
8. At the instruction of the Chair, members of the public who are invited to speak will be brought on to the screen to address the meeting. Please ensure that your microphone is unmuted and check your video is enabled before speaking.

9. Members of the public are reminded that the required standards of behaviour and discussion are the same whether in remote or face-to-face meetings. Members of the public who use or display inappropriate or offensive language and/or behaviour will be removed from the meeting. This includes any inappropriate backdrops on display on the video.
10. Having addressed the meeting, members of the public will be returned to attendee status. At the conclusion of the public forum the Chair will proceed through the remainder of the agenda.

**After the meeting**

11. The Minutes of the meeting will be drafted as usual and published when available.