



Kessingland Parish Council

Public Participation in Council Video Meetings Protocol

1. Introduction

The Council is committed to being open and transparent in the way decisions are made and has always welcomed public attendance and contributions at Council meetings. This protocol sets out how the Council will enable the public to participate in council video meetings.

A council meeting is not a public meeting, it is a meeting conducted in public. The council has always facilitated an opportunity for members of the public to bring matters to the Council's attention and for the police and district or county councillors to present reports. The Council still very much wants to hear from the electorate and to engage on matters of business on the agenda and will therefore maintain the public session during video conferencing as it does in its face-to-face meetings.

2. Procedure

- 2.1 Notice of the meeting will be posted on the Council's website following normal Council procedures.
- 2.2 Should you wish to attend a council video meeting you should contact the Assistant Clerk (deputyclerk@kessinglandparishcouncil.org.uk) who will take your contact details and provide you with joining instructions for the meeting.
- 2.3 Should you wish to speak in the Public Participation Session of the meeting you should advise the Assistant Clerk and give an indication of the subject matter. As with face-to-face council meetings you will have three minutes to address council.
- 2.4 Should you wish to raise something in the Public Participation Session of the meeting but do not have access to video conferencing facilities then you should email the Assistant Clerk with the matter that you wish to raise as if you were addressing the meeting and this will then be read out to the meeting during the Public Participation session.
- 2.5 Officers will create and start video meetings normally at least 5 minutes before the meeting.

- 2.6 Video meeting attendees are requested to ensure that any background and attire should be suitable for a public meeting.
- 2.7 Officers will ensure all video meetings are audio and/or video recorded, if you attend a council video meeting you give your consent to being recorded and any inclusion of you in the video of that meeting to be uploaded to the council website. Meetings cannot be edited.
- 2.8 Any person observing a council (or committee) meeting can report on the proceedings of the meeting. 'Reporting' is defined as filming, photographing, audio recording, written reporting (e.g. blogging) or oral commentary. Please note that oral commentary is not allowed at the meeting.
- 2.9 To avoid background noise and enable orderly participation, all participants should mute their audio when not speaking, clearly indicate when they wish to speak (by whatever means is indicated by the Chair) and await the Chair's indication that they can speak.
- 2.10 The only opportunity that you will have to participate in the meeting is during the Public Participation Session, please respect that this is a meeting to conduct council business. Interjections will not be permitted.
- 2.11 When a meeting goes into closed session to deal with confidential items, you will be asked to leave the meeting. Confidential sessions will not start until it is determined that only members of the meeting are present. If this cannot be determined then the meeting will cease.
- 2.12 Any guest or member of the press or public not abiding with the above protocol and causing disruption during the meeting may be removed from the relevant meeting subject to a warning being issued by the Chair and, in the event of continued problems, a simple majority vote of the meeting.

3. Feedback

- 3.1 Should you have any feedback regarding access to or about a council video meeting these should be addressed to the Parish Clerk by email to clerk@kessinglandparishcouncil.org.uk.

4. Review

- 4.1 This policy will be review annually by council to take into account any changes in council procedures, technology or legislation.