

Remote Meetings Protocol

IMPORTANT

Members of the Public should be aware that the Parish Council Meeting will be recorded (both Video and Audio) and the recording added to the Shrewley.org website.

PLEASE SEE 'MEMBERS OF THE PUBLIC AND PRESS' ITEM BELOW FOR INFORMATION AS TO HOW MEMBERS OF THE PUBLIC AND PRESS CAN ATTEND THE MEETING.

Help and Guidance on attending a Parish Council Meeting

The Parish Council wish to ensure that attending the meeting is as easy as possible and we are publishing guides to assist members of the public to access the Parish Council Meeting. The links to the guides are below.

<https://support.zoom.us/hc/en-us/articles/201362193-Joining-a-Meeting>

<https://support.zoom.us/hc/en-us/articles/201362993-Getting-Started-with-iOS>

Attending the Meeting

Clicking on the Link on your Invitation E-Mail will take you to the waiting room, using either a Zoom Client (if you have one installed) or via your web browser of choice. You will be admitted to the meeting from the waiting room. If you attempt to join the meeting after it has started there may be a delay in admitting you as there may be a debate in progress, you will be admitted as soon as it is practicable to do so.

Members of the Public and Press

The Parish Council recognise the rights of Members of the Public and Press to attend the meeting and we wish to make it as easy as possible to members of the Public and Press to attend the 'Remote' meeting. Clearly, this is not as easy as a physical meeting and for security reasons we need to know in advance who wishes to attend the meeting to ensure that we have adequate provision and facilities available.

If you wish to attend please e-mail the Clerk: shrewleyparish@aol.co.uk and we will be able to send you an invitation e-mail with the appropriate meeting links. PLEASE NOTE we are only able to accept requests to attend up to 6 pm on the day before the day of the meeting, it is just not administratively possible to react after that time.

The Agenda and any relevant papers will be available on the website under the Parish Council | Meeting Dates.

Your e-mail and it's contents will only be used for 'Remote' meeting purposes and will be governed by the Parish Councils Data Protection and Privacy Policies.

IN ORDER TO ENSURE THAT THERE IS NO UNDUE DISRUPTION MEMBERS OF THE PUBLIC MUST ENSURE THAT THEIR MICROPHONE IS SWITCHED OFF (MUTED) AT ALL TIMES AND UNDER NO CIRCUMSTANCES SHOULD THEIR MICROPHONE BE SWITCHED ON EXCEPT IN THE PUBLIC OPEN FORUM WHEN YOU SHOULD RAISE YOUR HAND IF YOU WISH TO SPEAK.

IF YOU HAVE AN ISSUE TO BRING TO THE ATTENTION OF THE PARISH COUNCIL PLEASE E-MAIL THE CLERK AT shrewleyparish@aol.co.uk

To Join the Meeting

Follow the instructions on your invitation e-mail.