

## **Brent Knoll Parish Council**

### **Coronavirus Act 2020 Supplementary Standing Orders**

These Standing Orders are supplementary and remain in place until **7<sup>th</sup> May 2021** or earlier if repealed.

1. These supplementary orders are made under S78 of the Coronavirus **ACT 2020** and apply where there is conflict between these and any other adopted standing orders or legislation, these remote meetings and Procedures take precedence in relation to any virtual or remote meeting held by Brent Knoll Parish Council.
2. **Annual Meeting** requirements disregarded and prior to **May 7<sup>th</sup> 2021** may only take place
  - (a) Called by the Chairman.
  - (b) Or following a resolution calling for an annual meeting by at least a majority of the Council members present.
3. **Access to** Information Published on the Website of the Council will also apply in relation to where
  - (a) A document is required to be open to inspection.
  - (b) There is a requirement to publish information including public notices, agenda's minutes background Papers and written reports.
4. **Remote Access to Meetings** ( the definition of meeting within the Council's standing orders is amended so that
  - (a) Place includes where a meeting is held or to be held in more than one place including electronic , digital, virtual locations such as internet locations Web addresses or conference call telephone numbers .
  - (b) Open to the public includes access to the meeting by remote means, the meeting is open to the public whether or not members of the public are able to attend the meeting in person.
  - (c) Where a meeting is accessible to the public through remote means, the meeting is open to the public whether or not the members of the public are able to attend the meeting in person.
  - (d) If the Council becomes aware that its technology has failed and the meeting is no longer accessible to the public the meeting shall be adjourned.
  - (e) If the public access cannot be restored within a reasonable period then the remaining business shall be deferred to a future meeting.
5. **Councillors in remote attendance** / A Councillor is present and counted for the purposes of the quorum when they can
  - (a) Hear and where practicable see other members of the Council
  - (b) Hear and where practicable see members of the public wishing to participate during the public session of the meeting or as invited by the Chairman.
  - (c) A Councillor be deemed to ave left the meeting where at any point in time during the meeting any of the conditions for remote attendance are not met in these circumstances the Chairman may if appropriate

- (1) Adjourn the meeting to permit conditions for remote attendance to be re established
  - (2) Count the number of Councillors in attendance for the purpose of the quorum.
  - (3) Remote attendance by members of the public
  - (4) Or if appropriate
6. **A member of the public** is in attendance when they can
- (a) Hear and where practicable see members of the Council at the meeting and also be heard ( and where practicable be seen)
  - (b) Hear (and where practicable be seen) including those wishing to speak during the public session or as invited by the Chairman
7. **A member of the public** will be deemed to have left the meeting where at any point during the meeting any of the conditions of remote attendance are not met
- (a) The Chairman may adjourn the meeting.
  - (b) Vary the order of the agenda or complete the remaining business of the meeting in the absence of the member of the public in remote attendance.

#### **Remote Voting**

Unless a recorded vote is demanded ,the Chairman will take the vote by

- (a) Clear Visual confirmation at the meeting that there is agreement or a roll call and the number of votes for or against the motion or amendment or abstaining will be recorded

#### **Code of Conduct**

Councillors Excluded from the meeting

- (a) Where a Councillor is required to leave the room as a requirement of the Council's code of conduct the means of remote attendance and access will be severed whilst any discussion or vote take place

#### **Exclusion of the Press and Public**

- (a) Where the Council has resolved to exclude the press and public from any part of the meeting due to confidentiality of the business to be discussed then.  
A means will be adopted to sever the links with the meeting for the public and press  
Each Councillor present shall declare that there are no other persons present who are not entitled to be hearing or seeing and or recording the meeting.

**Adopted by the Parish Council 2020**

**To be reviewed in May 2021**