



NORTH HORSHAM PARISH COUNCIL

GUIDANCE FOR JOINING ON-LINE MEETINGS

Councillors will be e-mailed an invitation to the Zoom meeting at the same time as the agenda is circulated electronically.

Members of the public must contact the Clerk by e-mail at parish.clerk@northhorsham-pc.gov.uk or by telephone on 01403 7580786 at least three days prior to the meeting for joining instructions. Members of the public will be asked whether they wish to speak and if so, the nature of their question to the Council or on which agenda item they wish to draw relevant matters.

For everyone before joining the meeting

1. If joining with video, consider what members of the public will see when you join and use an appropriate background.
2. If you do not want to be seen on screen it is not mandatory to use the video.
3. Try to 'arrive' at the meeting five minutes early for a prompt start.

For Councillors at the meeting

1. Mute yourself when not speaking to avoid background noise.
2. If using a video link, raise your hand when you want to speak.
3. If using a telephone link or not using a video link, the Chairman will ask if you wish to speak on an item at an appropriate point.
4. The Chairman may ask everyone to state their name before speaking so that it is clear.
5. Voting will be conducted in the usual fashion by consent or show of hands. Under those circumstances, the Chairman will confirm how those using the telephone or not using the video link would like to vote.
6. If you declare a prejudicial interest, you will be put into the waiting room until the relevant item is completed.

For members of the public

1. Mute yourself when not speaking at all times to avoid background noise.
2. The Chairman will invite you to speak for a maximum of 3 minutes during the Public Forum if you have indicated that you wish to do so.
3. You will be asked to leave the meeting if a confidential item arises and given appropriate instructions.
4. Members of the Press and public are welcome to stay for the whole meeting (except for confidential items) if they wish.

Pauline Whitehead 22.6.2020.