

INGLEBY GREENHOW PARISH COUNCIL

REMOTE MEETINGS POLICY

JUNE 2025

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INGLEBY GREENHOW REMOTE MEETINGS

REMOTE MEETINGS

The following Standing Orders are an addendum to the Standing Orders for Ingleby Greenhow Parish Council to enable the effective management of meetings held remotely due to the Coronavirus pandemic; in all other matters, Ingleby Greenhow Parish Council Standing orders apply.

CONVENING

- a. A remote meeting of the Parish Council or of one of its committees will be convened in accordance with paragraph 10 of the Local Government Act 1972.
- b. The Parish Council will ensure that all non-confidential meeting papers are posted on its website or notice board.

CHAIRPERSON ROLE

All meetings shall commence with a statement from the Parish Council Person, outlining the procedures to be undertaken to hold a lawful and effective remote meeting and will highlight the requirement for all Councillors with voting rights to observe the code of conduct adopted by the Parish Council.

PRESENT

Where the Parish Council has taken reasonable measures to provide guidance and support to a Councillors and Members of the public to join a remote meeting, but that person is experiencing difficulties that are outside of the control of the Parish Council the lack attendance of the person's shall not invalidate a properly convened and quorate meeting.

The Chairperson will ask all Councillors and members of the public present to state their name prior to the commencement of the meeting. Any members of the public joining in the meeting shall use the 'raise my hand facility' which will be minutes.

QUORUM

A quorum of three Councillors is needed to have a meeting.

If a meeting is or becomes inquorate no business shall be transacted, and the meeting shall be closed. The business on the agenda for the meeting shall be adjourned to another meeting.

VOTING

Subject to the meeting being quorate, all questions shall be decided to be majority of the Councillors with voting rights present and voting. The Chairperson may give an original vote on any matter put to the vote and in the case of an equality of votes may exercise his casting vote whether he/she gave an original vote.

At a request of a Councillors the voting on any question shall be recorded to show whether each Councillors present and voting gave his vote for or against that question. Such a request should be made before moving on to the next item of business on the agenda.

PARISH COUNCIL DISCUSSION

1. The rules of the debate as set out in Ingleby Greenhow Parish Council Standing orders will apply

2. The Chairperson will ask each Councillors, in turn, whether they wish to contribute to the discussion.
3. After each Councillors has been heard, the Chairperson will call for that proposal on the item of business to be transacted by a Councillors present (Councillors to state their name prior to making the proposal)
4. Once a proposal is moved, if required, the Chairperson will call for the proposal to be seconded by a Councillors present (Councillors to state their name prior to speaking)
5. The Chairperson will request any amendments to said proposal from each Councillors present prior to moving to a vote on that proposal.

DECLARATIONS OF INTEREST ON ANY ITEM OF BUSINESS TO BE TRANSACTED AT THE MEETING.

All Councillors with voting rights who have a disclosable pecuniary interest or another interest as set out in the Parish Council Code of Conduct in a matter being considered at the meeting are subject to statutory limitations under the Code of Conduct on his right to participate and vote on that matter. The Councillors may leave the room and return when that item of business has been discussed.

EXCLUSION OF THE PRESS AND PUBLIC

All meetings of the Council must be available for the press and the public to attend.

The Parish Council may resolve to exclude the press and public from a meeting or part of a meeting. Due to publicity of the matter being prejudicial to the public interest, because of the confidential nature of the business to be transacted or for other special reasons.

1. The Parish Council needs to ensure that the press and public cannot hear or see the proceedings.
2. Remote Meetings once the Parish Council has resolved to exclude the press and public from the meeting the host (parish Clerk) will remove the Members of press and public from the meeting.
3. It is advisable to place all matters which may require consideration after the exception of the press and public be at the end of the meeting. All such matters must be specified on the agenda and be minute.

**Approved October 2024
June 2025**