

# BRADWELL PARISH COUNCIL



## **PUBLIC AND PRESS ATTENDING COUNCIL MEETINGS**

Bradwell Parish Council (BPC) will always welcome members of the Press and Public to attend their monthly meetings. The council firmly believes that it is important that all of its business is transacted in an open manner.

Due to the current Covid 19 crisis the relevant authorities and government have developed special regulations to enable parish councils to continue their business remotely. We have decided to hold remote meetings using "Zoom".

Due to various broadband issues it has been necessary to limit these meetings to audio only as signing in with video enabled has been shown to cause significant 'drop out' problems which can cause individuals to be temporarily absent from the meeting. This is a significant disruption to proceedings and therefore we hope you understand why we ask you to switch off your video facility.

Current experience shows that there is a significant need to carefully follow rules of debate whilst holding a remote meeting. We have therefore drawn up a set of rules for the Press and Public to follow when attending any remote meeting of Bradwell Parish Council.

### **Rules of debate - Press and Public**

1. Switch off your video camera before joining the meeting.
2. A period of ten minutes is allocated before starting the main agenda, during which time members of the public may speak. Once the formal meeting begins, with item 1 of the agenda, members of the Press and Public are not allowed to speak unless specially invited to do so by the chairman. BPC Standing Orders forbid Press or Public to speak during the meeting after the initial 10 minutes participation period. The Chair will make it clear when the formal meeting is about to begin.
3. If you wish to make a point during the meeting you should electronically raise your hand. This hand signal will be recognised by the meeting organiser and, if appropriate, Standing Orders will be temporarily suspended in order to allow you to speak.
4. If Council needs to discuss business of a special, confidential nature, all members of the Press and Public will be placed in the Waiting Room until this item of business has been dealt with. This particular circumstance is empowered by BPC Standing Order 68.
5. Obscene language and disruptive behaviour will not be tolerated.
6. Please obey these simple rules so that Council can efficiently conduct business on your behalf. If you fail to conform to these rules you will be given one warning. Subsequent occurrences will result in your removal from the meeting. This action is empowered by BPS SO 73 – "If a member of the Press or public interferes with the proceedings of any meeting, the chairman may, after warning, order that they be removed from the meeting and may adjourn the meeting for such period as is necessary".
7. Please refrain from trying to record the meeting. You are not authorised to copy or share any recordings of the meeting.