

How to take part in Shedfield Parish Council meetings using Zoom

Zoom is a simple online platform which allows video and voice connection for groups meeting online. As a participant you don't have to buy any new software, or sign up or register for Zoom services. You do however need to have the Zoom app installed on your computer or smartphone. You can do this in two ways:

- 1) If you want to install the app in advance of the meeting go to this link <https://zoom.us/support/download> or search for Zoom in your App Store or Google Play
- 2) If you do not have Zoom installed you should be able to do so when you click on the link provided for the meeting (but allow time for this).

You will need either a laptop, tablet, desktop computer or phone with a built-in camera and a good broadband/wifi connection to join the meeting. If you have a headset or earphones then please connect those to your device as you will get better sound quality. Please try and locate yourself in a quiet space.

There is a good YouTube video about joining a Zoom "meeting" here <https://www.youtube.com/watch?v=9isp3qPeQ0E&feature=youtu.be> (ignore the part about dialling in).

Agenda

We suggest that you print a copy of the agenda prior to the meeting. This will enable you to follow it through. Agendas are uploaded to the website within the week prior to the meeting, usually on the Tuesday or Wednesday prior to the Monday's meeting.

To Join the meeting

Each meeting will have its own specific link, obtainable from the Clerk to the meeting. Click on the link and you should automatically be connected. However, the e-mail also contains the meeting ID and password, in case you are asked for these.

All meeting, unless otherwise stated on the agenda, start at 19:15 (7.15pm). As we are restricted to 40 mins, may I suggest you log in at around 19:10 (7.10pm). You will receive a message that says "the host hasn't started". The Clerk to the meeting will start the meeting at 19:13 (7.13pm) and everyone will automatically be linked to the meeting.

During the meeting

Whilst held remotely, all the usual protocols of a parish council meeting continue. If you haven't attended a meeting before, the following may assist you.

- The meeting is a meeting of the Council, to which public are invited. It is not a public meeting, therefore, please can we ask the public not to speak during the meeting, apart from during 'the public session', which forms part of the agenda near the beginning of the meeting, when invited by the Chairman.
- When the Chairman announces the public session, if you would like to speak on any matter on the agenda, please **click on the 'put hand up' icon** and you will be invited to speak. (To find this, hover your mouse over the bottom of your screen and click on the emogies). Thank you for your patience whilst we get to know this new technology. Please state your name, so all in attendance know who is speaking. Thank you.

- Important: Microphones are generally very sensitive and will pick up any background noise e.g. the kettle, vehicles passing your window, children, tapping the table etc. **Please mute your microphone, except when speaking.** You will still be able to see and hear the meeting in progress.
- Please click on the 'away' icon if you have to leave temporarily.

Confidential Matters

Occasionally, the Council may need to discuss confidential matters, such as staffing, or quotations associated with an individual contractor prior to a decision being made. These matters are usually held at the end of the meeting and the Chairman will ask you to kindly leave the meeting. Thank you for your support with this.

Recording

For your information, the meeting is being recorded for the purposes of assisting the Clerk type the minutes. If you do not wish to be seen or heard, you can turn off your video and audio (see the YouTube video).

Contacting the Council about Non-agenda Items

To contact the Council about any matter that is not on the agenda, please make contact by e-mail or telephone as follows:

- E-mail: clerk@shedfieldparishcouncil.org.uk
- Tel: 01329-830060

Please note, this is a part-time office and due to COVID-19 Officers are working at home. Your questions by e-mail are therefore easier at this time. If you prefer to phone our telephone messages are monitored and we will get back to you.

We look forward to welcoming you to the meeting.

Liz Manship

Locum Clerk to Shedfield Parish Council

E-mail: clerk@shedfieldparishcouncil.org.uk

24-04-20