

Holt Town Council

Zoom Meetings

General

HTC will now be using Zoom software for meetings during the COVID-19 period.

Once your remote meeting has been set up you will receive an email from the Town Clerk with an invitation to the meeting. The agenda for the meeting will have been previously circulated in accordance with legal requirements.

Members of the Public are invited to contact the Clerk direct to ask for the link and joining instructions to be sent. The Clerk asks that all requests are received by midday on the day of the meeting.

Protocol for Members of the Public

The same rules apply to members of the public as they would in a public face to face meeting therefore;

- Members of the public are invited to speak for a maximum of 3 minutes and collectively no longer than 15 minutes in the public participation part of the meeting.
- In order to speak we ask members of the public to raise their hand to the camera.
- Members of the public must be muted throughout the meeting unless they are speaking in their designated 3-minute slot, this is to ensure any feedback or background noise does not disturb the meeting.
- Some items discussed are confidential, these will be usually to do with a tender, contract or a personnel issue. If there is a private matter on the Agenda it will be clearly marked and when it is discussed members of the public will be asked to leave the meeting. These Agenda items usually occur at the end of the Agenda to cause least amount of disturbance.

Joining A Meeting

Prior to attempting to connect to a meeting via Zoom please make sure you have ZOOM download onto your device.

When the application opens and starts to connect to the meeting you will be prompted to connect and if necessary, adjust your audio and video. Use the computer audio which makes the process easier. You can test and set the audio and video by checking the bottom left hand corner on the screen.

When the meeting opens you will see other members taking part in the meeting in thumbnails at the top or side of your screen.

When invited to speak the speaker will take up the larger part of the screen. Others in the meeting will continue to be shown in thumbnails at the top or on the side of the screen dependent on how the screen is set.

There is a toolbar at the bottom of the screen which will allow you to mute and unmute yourself, allow you to see the full list of participants at the meeting and there is a chat function which allows you to communicate to the rest of the meeting. This may be useful if you are experiencing technical difficulties or have to leave the meeting early.

Protocol

- Please ensure that you turn off your mobile phone during the meetings to avoid interruption.
- In the video conference meeting it is important to be mindful that meeting members can witness everything that others in the meeting are doing and inappropriate comments or behaviour will not be tolerated.
- Please bear in mind that when unmuted noise around you can distort or lead to chaotic transmission. Therefore, all members of the meeting, apart from the person speaking should be muted.
- Cllrs please raise your hand to the camera in order to speak, your request will be noted, and you will be invited to speak in turn by the Chair. Please remember to unmute yourself before you start to speak. Everyone will have an opportunity to participate without talking over each other. Individuals will be invited to speak, “going around the table” before a decision is finalised.

Visual Aids

If there is material that you would like to use for the meeting please let the HOST (Town Clerk) know in advance so they can share your material on screen during the meeting.

More information is available from NALC at;

<https://www.nalc.gov.uk/library/news-stories/covid19/3232-nalc-holding-remote-meetings/file>

If you experience any problems either accessing the meeting or during the meeting please contact the Town Clerk on 07385579068.