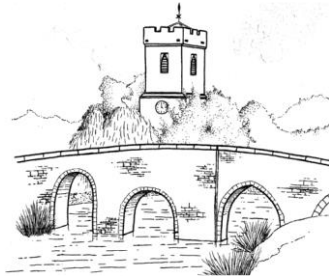


# **BIDFORD ON AVON PARISH COUNCIL**

## **In the County of Warwickshire**



### **PARISH COUNCIL VIRTUAL MEETING PROTOCOL**

Please be aware that all virtual Parish Council meetings are being recorded for Minute taking purposes only. Once the Minutes are approved, the recording is deleted.-

Firstly, Council would like to welcome you all and hopes that you find it a good experience to see it at work and that you will return.

Please remember this is a Parish Council Meeting, when Councillors meet to consider items on the Agenda and make decisions. It is not a Public Meeting but a meeting which is open to the public. In their deliberations, Councillors may only discuss and vote on items on the Agenda.

Item 4 of the Agenda is the Public Forum when members of the public are able to raise concerns. Time is limited to a maximum of 15 minutes in total, and each individual speaker is allocated a maximum of 3 minutes within that time. Speakers will be advised when they have 30 seconds left after which they will be muted.

To ensure that all issues are able to be raised and heard:

- Everyone will be muted at all times except when asked to speak in the Public Forum slot
- If you would like to speak, either
  - Email the clerk before the meeting at [info@bidfordonavon-pc.gov.uk](mailto:info@bidfordonavon-pc.gov.uk) so she is aware of it or

- Raise your virtual Hands Up, which can be found under “reactions”. Waving of hands will not be accepted. If you have difficulties, please contact the Clerk prior to the meeting for assistance.
- If there is an issue of concern to many, we recommend that you elect a speaker to raise it on behalf of xxx number of people: this allows the speaker the full 3 minutes to put across the points.
- Please avoid repeating what has already been said – it takes up someone else’s time
- If you do raise a concern, it would be appreciated it is done in a constructive way