



Dear Councillors,

On the 4 April 2020, the government brought The Local Authorities (Coronavirus) (Flexibility of Local Authority Meetings) (England) Regulations 2020 into force to allow local authorities to conduct meetings remotely.

You are therefore respectfully summoned to a remote **Finance and Personnel Committee** meeting at **7.30pm on Tuesday 1st December 2020**. The agenda will be incorporate both planning and financial matters, along with any other matters requiring urgent decisions.

The Parish Council will use “Zoom” to hold virtual meetings. This will enable participants to be seen and heard. If there are problems with internet connections there will be a facility to join the meeting by phone. For any confidential agenda items of any meeting there will be a separate link with a password required. We will need to end the public meeting and log back into the confidential meeting using this Zoom Link and password provided.

Members of the public may also join Parish Council meetings via Zoom. You do not need to have Zoom on your PC, Tablet or Smart Phone; you will be able to join the meeting with the link provided here:

<https://us02web.zoom.us/j/87480338216?pwd=OUVVSEF0bnU5M2dESW45UGF5QWhidz09>

Brigid Carey

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FINANCE & PERSONNEL COMMITTEE MEETING AGENDA – 1st DECEMBER 2020

FP07.20 CHAIRMAN'S WELCOME AND APOLOGIES

FP08.20 COUNCILLORS DECLARATIONS OF DISCLOSABLE PECUNIARY INTERESTS & DISPENSATIONS: Councillors are encouraged to declare such interests in agenda items at this point and any interests which might lead to bias.

FP09.20 MONTHLY FINANCE REPORT

1. Payments – Suppliers invoices/reimbursements requiring authorisation by resolution by the Committee and report of urgent payments (Covid-19)
2. Budget Report

FP10.20 COMMUNITY GRANT APPLICATIONS 2021-22

FP11.20 PARISH PROJECT PROPOSALS

FP12.20 BUDGET FOR YEAR 2021-22

FP13.20 CLERK'S WORKED HOURS

Condover Parish Council Proposal For Holding Virtual Meetings

Introduction:

On the 4 April 2020, the government brought The Local Authorities (Coronavirus) (Flexibility of Local Authority Meetings) (England) Regulations 2020 into force to allow local authorities to conduct meetings remotely.

Platform –

The Parish Council will use “Zoom” to hold virtual meetings. This will enable participants to be seen and heard including members of the public. If there are problems with internet connections there will be a facility to join by phone.

You do not need to have Zoom on your PC, Tablet or Smart Phone; with the link provided by the host (the Clerk) you can join the meeting.

For any confidential agenda items of any meeting there will be a separate link with a password required. We will need to end the public meeting and log back into the confidential meeting using this Zoom Link and password provided.

Meeting Management:

- Upon joining a meeting, you should mute your microphone and ensure your video is enabled.
- The Chair will confirm if there are any members of the public present and ask them if they want to speak during the public session.
- The Chair will remind everyone on the meeting to ensure that their microphone is on mute and that their video is enabled (this includes members of the public).
- The Chair will inform all present that the meeting will be recorded by the Council. The public session need not be recorded if anybody wishes to object.
- The Chair will then work through the Agenda supported by the Clerk as required. **The Agenda will be as concise as possible and focus on what is important, where practicable it will avoid items that may require lengthy debate. These items will be postponed until the current lockdown has been lifted. The scheme of delegation approved at the meeting on 15th April 2020 will remain in place until face to face meetings are permitted again.**
- Papers for the meeting will be posted on the Parish Council Website and emailed out to all Councillors with an email address. **Every effort will be made to avoid additional papers being required.**
- If a Councillor has declared an interest in an item to be discussed they will be asked to leave the meeting at that point. When that item has been concluded the Chair will ring the Councillor concerned and invite them to re-join the meeting using the original link provided.
- In order for a Councillor to make a point regarding an item under discussion they should raise their hand and wait for the Chair to invite them to speak, at which time they should un-mute the microphone and mute it again after they have made their point. If any member has joined by telephone only the Chair will invite them to speak before moving to a proposal.

- When a proposal is required the Chair will ask the meeting and look for a councillor who has raised their arm, the Chair will invite that Councillor to state their name and the proposal.
- The Chair will then ask for a Councillor to second the proposal and look for a Councillor who has raised their arm. The Chair will state the name of the Councillor who has seconded the proposal.
- The Chair will then ask all Councillors in favour to raise their hand and to keep it raised until he asks them to place it back down. The Chair will ask telephone participants to give their vote audibly. The Chair will confirm the number of Councillors voting in favour.
- The Chair will then repeat for any Councillor not in favour or who wants to abstain
- “Standing Orders” will continue to be used to assist with the good management of a meeting.