

## Protocol for Virtual Planning Meetings

### Live Streaming:

1. The meeting will be held on Skype and speakers will only be able to join via invite only.
2. The meeting will be live streamed and will be available to view on the Council's YouTube page as detailed below:  
[https://www.youtube.com/channel/UCSWf\\_OD13zmegAf5Qv\\_aZSg](https://www.youtube.com/channel/UCSWf_OD13zmegAf5Qv_aZSg)

### Communications with Councillors

1. As the committee is not in the Council chamber and the general rules of interference/ communication still apply that if Councillors are contacted by any third parties regarding the application before members/ on the agenda that they contact the Governance Officer/ Chair immediately to bring this to their attention.

### Recording of proceedings:

1. Proceedings will be held in an Audio only format apart from presentations from the Case Officer where they will present their screen for the presentation.
2. A Second Governance Officer will be present to take notes as it is anticipated that the main Governance Officer will be controlling the skype call.

### Roll Call:

1. A roll call of all Members present will be taken during the Apologies of Absence/ Substitutions to confirm all members present at the meeting.

### Disclosable Pecuniary Interests:

1. Where a Member of the Committee has a disclosable Pecuniary Interest in an application they must mute themselves for the entirety of the application and must not participate in any way.

### Officer Presentation:

1. The Case Officer will introduce themselves and the application and would proceed to present their item in the normal fashion with the only difference being that they would present their desktop to the skype call. This enables everyone on the call to view the presentation in real time and allow public speakers to view the presentation as well. This also includes viewers on the live stream.

### Public Speaking:

1. There will be one public speaker for each slot (Parish Council, Objector, Supporter, Applicant/Agent) This is communicated on the agenda and will be on a first come first serve basis.
2. The Speaker(s) will be advised to join the call at the beginning of the meeting so that they can hear the entirety of proceedings/ to be present if there is any change in the running order of the agenda/ any issues of items being withdrawn (this is no different from normal proceedings).
3. Once the initial presentation from the officer/ questions of officer has completed the public speaker will be invited to address the meeting by the Chair.
4. The Speaker will have their allotted 3 minutes (5 Minutes for Ward Member) as timed by the Governance Officer / Chair.
5. If there are any questions it is proposed that Members would be taken in alphabetical order whereby the chair would essentially go down the list and ask if the Committee have any questions.
6. Members are also asked, if possible, to submit their questions to Officers in advance of the meeting.

### Debate:

1. As previously stated with the Public speaking above it is proposed that the committee would essentially go down the list and ask the committee whether they have any points to make . This would take place once during the normal debate. Members would then have the option to speak again on any motion.
2. In the instance where a Member of the Committee would like to formally propose an action they could either do this when they are called on the list or they could send a skype message to the governance officer/ Chair to say that they would like to propose something. At this point the Chair would go directly to them and take the proposal. Once the proposal has been made the Chair would immediately ask if there was a seconder to the motion. If there is it would become the substantive motion and the Chair would again continue down the list of councillors until there is no further debate.

### Voting:

1. Once a substantive motion is put before the committee and there is no further debate then a vote will be taken.
2. Due to circumstances the current voting by a show of hands would be impractical- as such it is proposed that the Governance officer would ask the committee for their vote in the same way as a recorded vote would be. However the difference here would be that the votes would not be recorded in the minutes unless the requirement for a recorded vote was asked for at the meeting via the usual proposal.
3. The governance officer would then read out the result for the Chair to confirm.