

MULTI LOCATION MEETINGS POLICY

Section 47 of the Local Government and Elections (Wales) 2021 Act requires that “arrangements” be made by community councils for the convening of meetings involving participants in multiple locations.

These “meeting arrangements” will need to be written in such a way that integrates a relevant Council’s approach to multi-location arrangements to its wider compliance with the legislative framework for formal meetings.

Cyngor Cymuned Cyffylliog Community Council’s Policy

1. Meetings will normally be held face to face unless:

- i) There is an emergency, such as a pandemic, which precludes such a meeting.
- ii) The Council gives notice one month in advance that it intends to hold a meeting remotely and gives a reason e.g. likely poor weather in January and February.

2. Remote meetings will be conducted using the ZOOM software.

3. Provision will be made for holding all Face-to-Face meetings in a hybrid manner with the zoom programme running concurrently with the physical meeting. All participants physically present or joining remotely will be able to hear and participate in the meeting.

The Clerk must receive in writing a request to hold a hybrid meeting 8 calendar days prior to the meeting in order to facilitate the issuing of the summons (which requires 3 clear days before the meeting as per the Local Government Act 1972 S243 – see below)

4. Notices will be posted on the Council website three clear days before the meeting and will include the zoom link where appropriate. Notices will also be posted on noticeboards throughout the community.

5. Minutes of all meetings will be posted on the Council’s website after approval. A draft

copy will be placed on the website within 7 days of every meeting.

6. Exempt matters will be dealt with as per the Standing Orders of the Council.

Section

1c requires members of the press and public leave when exempt matters are discussed. Similarly press and public would be asked to leave a zoom transmission in a remote or hybrid meeting.

7. The meeting will be chaired in the normal manner as per the Council's standing orders. The Chair will ensure that everyone in a hybrid meeting can hear and be heard by all participants.

8. Voting will be by show of hands as per Section 1s of the Councils Standing Orders. Councillors voting remotely can do so via the 'hands' option on zoom.

9. Training to use zoom will be provided for Councillors where necessary.

Adopted by Cyffylliog Community Council in its meeting on the 27th March 2024.