

Addendum to Standing Orders

Further to the Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020 (“the 2020 Regulations”) which came in to force on 4 April and apply to local authority meetings that are required to be held, or held, before 7 May 2021, the standing orders relating to attending and holding meetings are amended as follows:

- a) Persons attending a council meeting do not need to be in the same place. “Place” means more than one place including electronic, digital or virtual locations such as internet locations, web addresses or conference call telephone numbers. A member in remote attendance attends the meeting at any time if the member is able at that time:
 - i) to hear, and where practicable see, and be so heard and, where practicable, be seen by, the other members in attendance,
 - ii) to hear, and where practicable see, and be so heard and, where practicable, be seen by, any members of the public entitled to attend the meeting in order to exercise a right to speak at the meeting, and
 - iii) to be so heard and, where practicable, be seen by any other members of the public attending the meeting.
- b) Voting at remote meetings will be carried out by a show of hands, by a roll call of councillors’ names and asking them to state their vote or by another method of voting, should a platform allow it.
- c) The method of remote access for the press and public will be advertised on the meeting’s agenda.
- d) Public notice of the time and place of the meeting is deemed to be given if published on the relevant principal authority’s website. Notice of a meeting and supporting documents will be placed on the Parish Council’s website. Notice will also be posted on its Facebook page.
- e) There is no requirement for the Parish Council to hold its annual meeting
- f) After the draft minutes of the last meeting have been approved at a Parish Council meeting the Chairman will make and initial any changes, initial each page and sign and date the front page of the minutes during the online meeting. The Clerk will collect the signed minutes from the Parish Council office at least every 3 months.
- g) Invoices, finance reports, bank reconciliations and bank statements will be circulated to the Parish Council online via google drive prior to the Parish Council meeting for checking.
- h) A member of the finance working party will check the bank statements against the bank reconciliation and confirm approval to the clerk by email each month.
- i) A member of the finance working party will check the invoices, including payee and payment details, against payments submitted online and confirm approval to the clerk by email.