



BISHOPSTOKE PARISH COUNCIL

EMERGENCY REMOTE MEETING PROTOCOL

**This Protocol was adopted
by the Parish Council at its meeting on 17th December 2021**

**D Wheal
Clerk to Bishopstoke Parish Council**

BISHOPSTOKE PARISH COUNCIL
EMERGENCY REMOTE MEETING PROTOCOL
Amendment Sheet

Amendment No.	Date Incorporated	Subject
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EMERGENCY REMOTE MEETING PROTOCOL

1 Introduction

- 1.1 This Protocol is designed to be followed when it is not deemed appropriate for the Council to meet in person, but it is possible to hold remote meetings (such as in times of disease or disaster). Should remote meetings not be possible then the Emergency Delegation Policy should be followed.
- 1.2 It is acknowledged that some Councillors may have difficulty accessing remote meetings. Where appropriate the Clerk will endeavour to make contact with affected Councillors via other means.
- 1.3 Standing Orders will apply to all remote meetings.
- 1.4 The Council must agree to enact this protocol at an in-person meeting of the Council. The protocol can be ended at any time by the agreement of the Chair and Clerk (or those appointed to act in their place).

2 Meetings

- 2.1 The Council will continue to follow the published meeting schedule with the exception of Planning Committee meetings.
- 2.2 Agenda and support packs will continue to be published as usual.
- 2.3 The location of meetings will be given as “Online”. The necessary links and login details will be published on the agenda and on the Council website to enable residents to attend if they wish.
- 2.4 There will be no formal resolutions or recommendations made at any remote meeting.
- 2.5 Each agenda item in turn will be discussed as usual. When a consensus is reached this will be passed to the Clerk as an informal recommendation.
- 2.6 All actions taken under this protocol will be published on the Council website as informal minutes for the scheduled meeting.

3 Delegation

- 3.1 Under this protocol, the Clerk or other appropriate officer is delegated the power to implement informal recommendations made by a scheduled remote meeting of the Council or one of its Committees.
- 3.2 When a Planning Application is received it will be emailed to Planning Committee members for comment. All comments must be received by the Clerk at least three days before the consultation deadline. The Clerk will provide the Committee with a summary of the comments which, with the agreement of the Chair of the Committee, will form the response of the Committee to the application. Comments will also be published on the Council website.

4 Reserved Powers

4.1 Certain matters are not legally able to be delegated. For any of the following matters a discussion will be held at a remote meeting but an in-person meeting will be required to approve any decision.

4.1.1 Appointment of a Chair / Vice Chair of Council

4.1.2 Agreeing the annual budget and precept request

4.1.3 Appointing the Clerk

4.1.4 Making byelaws

4.1.5 Borrowing money

4.1.6 Signing off the annual return for audit

4.1.7 Any other matter reserved by legislation for consideration by Full Council