



# Wheatley Parish Council Online Meeting Policy

Updated 01.10.2024

## 1. Purpose/Background

Whilst there is currently no legislation to facilitate public council meetings being held fully online, this policy outlines the opportunities offered by streaming of council meetings and staff/members attendance at other online meetings, training sessions or events.

The council's current IT system support the use of Microsoft Teams and is used to stream council meetings. Other software can be used if needed.

## 2. Streaming/recording of council meetings

To aid community engagement and raise awareness of council business, Wheatley Parish Council (WPC) stream its council meetings via its software.

QR codes and links are generated and included in posters/agendas and accessible from the parish office.

WPC will support any member of the public who wishes to remain out of view, although this cannot be guaranteed.

Anyone joining the meeting is restricted to observing and cannot interact with the meeting.

The meeting may be recorded for the purpose of minute writing and will be deleted once the minutes have been written.

## 3. Other meetings, training sessions etc.

Staff and members should ensure they are logged in using their parish council account details and where possible display their name and/or council.

Participants should ensure they maintain their personal safety and security. Virtual backgrounds can be used, or consideration given to what is visible in the background.

## 4. Meeting etiquette

Staff and members should follow the guidance of the meeting host and ensure they follow all relevant council policies and procedures.

Date of policy: 01.10.2024
Approving committee: Full Council
Reviewing Committee: Full Council
Date of committee meeting: N/A
Policy version reference: N/A
Supersedes: WPC Virtual Meeting Policy
Policy effective from: 08.10.2024
Date for next review: 2026.