

Mendlesham Parish Council Protocol for virtual meetings

In many ways, nothing changes from a meeting held with people physically present.

Please respect and be aware of the following:

- Arrive to the meeting early.
- Mendlesham Parish Council standing orders apply.
- To ask to speak, raise your hand if using video, if joining the meeting by telephone ask verbally to speak. Then wait for the Chair to say when.
- If not speaking, please mute yourself if at all possible (this will help prevent background noise entering the meeting)



SOUND



MUTE

- Members of the public please note you are only legally able to speak during Public Forum (6 mins in total) for a maximum of 2 mins per individual, other than at the discretion of the chairperson. Answers to questions do not legally need to be supplied at the meeting.
- Please do not share any documents online unless permission is provided by the Chairperson and no Parish Council documents unless permission is also given by the Clerk.
- If using the message board, be aware all attending will be able to see your comments.



MESSAGE BOARD

Sharon Jones, Parish Clerk 12.5.20