Council Meetings by Webinar

A response to coronavirus

New approach to public meetings

The need to minimise public meetings is leading to council meetings still being public, but online

https://sites.google.com/site/fownhopeparishcouncil/

Video Conference Vectors by Vecteezy

Compliance

On Thursday 2nd April 2020 the Government approved new regulations formally permitting town, community and parish councils to meet online, and to amend their standing orders accordingly.

The regulations are available via this link:

 http://www.legislation.gov.uk/uksi/2020/392/contents/made

The regulations are not prescriptive about which software to use to manage online meetings, but still require the press and public to be able to listen in

How it can work

In practice, meeting online means:

- The council taking out a licence for webinar software
- The clerk placing meeting papers on the council website
- The clerk preparing a summons with login information, with login also available to the press and public
- The clerk preparing any tabled papers etc. on Powerpoint (or an online library) for ease of presentation
- Everyone attending to have their own computer with audio, or smartphone
- The clerk / chairman managing the meeting as usual

Pros and cons

PROS

- No transmission of Covid-19
- Works for those self-isolating
- Meeting easily controlled
- Requests to speak can be denied!
- Clear focus on the agenda
- Helps with the minutes
- Good for the environment – no car journeys or printing

CONS

- Extra cost to the council
- More training for the clerk
- More preparation for the clerk
- Training for councillors!
- Unable to read faces or body language in the meeting
- Someone is bound to complain!

Software licence – which one?

- There are several programmes on the market
- GoToWebinar is well-valued in industry surveys
- SLCC chose the package because of its ease of use, at a good price - a licence is £828 plus VAT per annum (£69 plus VAT per month), or for temporary use, £89 plus VAT per month
- SLCC is working on a deal to provide the package to councils
- Zoom takes a different approach, currently from £120 plus VAT per annum, with options for add-ons
- Some other systems are less manageable, won't work for more than a small group, and each user has to have their own account and licence

Try before you buy!

For example, you can log in to a seven days free trial of GoToWebinar at:

https://www.gotomeeting.com/en-gb/webinar/features

There is a similar free version of Zoom:

https://zoom.us/pricing

Typical meeting agenda items

- Apologies for absence

- Declarations of interest

- Minutes of previous meeting

- Planning applications

- Finance, including approving invoices

- Clerk's report

https://commons.wikimedia.org/wiki/File:LATTA,_MAURICE._EXECUTIVE_CLERK_AT_WHITE_HOUSE._AT_DESK_LCCN2016866783.jpg

Managing / preparation
(assume papers are posted on the website)

- Apologies for absence – *email response to summons*
- Declarations of interest – *councillors speak in turn or text using the chat space*
- Minutes of previous meeting – *approve by "raising hand", or equivalent function of the chosen software*
- Planning applications – *put key images on Powerpoint*
- Finance, including approving invoices – *put info on Powerpoint*
- Clerk's report – *on website / Powerpoint*

In general we would suggest keeping meetings to necessary finance and urgent items only, with items from members only if requested in advance

For the clerk generating a meeting

- Here are instructions around how to create a meeting using the GoToWebinar software, and sending out an invitation to participants

- Other software will have its own built-in procedure and instructions

- Clerks should note what quorums still have to be observed, and need to check that most if not all councillors can access online meetings

- We suggest councils have at least one practice meeting with members before going live
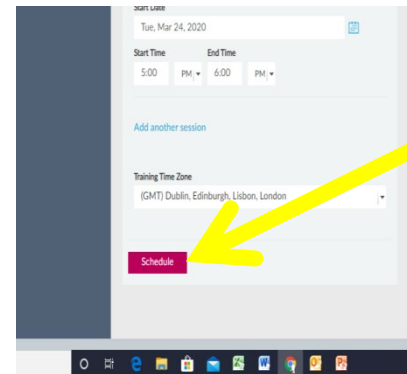
Creating a webinar session
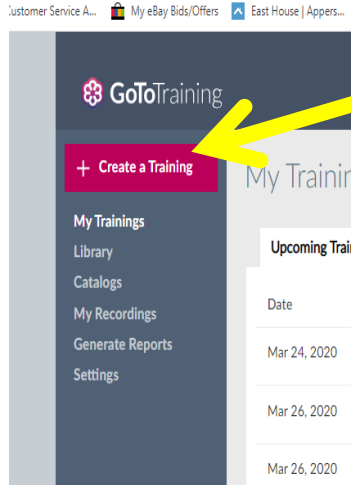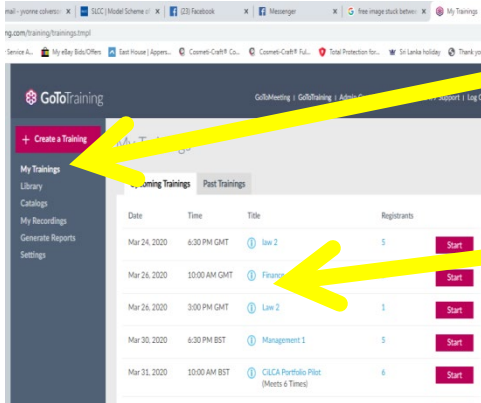

1. Create a Training
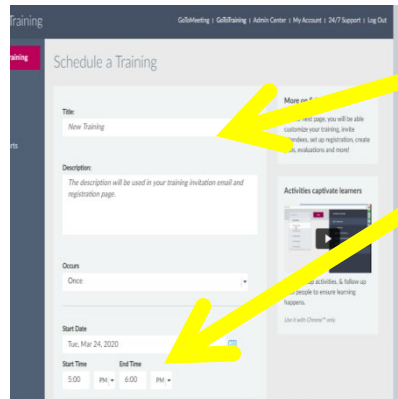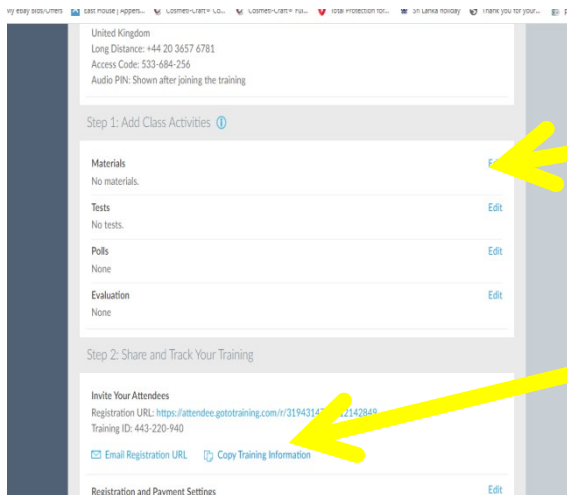
2. Add details and select date and time

3. Schedule meeting

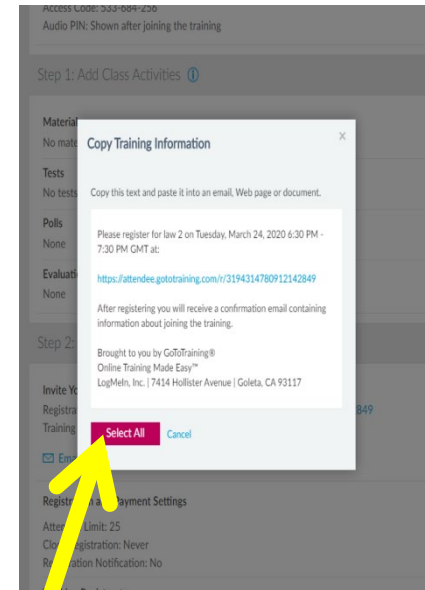For Local Council Professionals

Inviting participants

4. From 'My Training'

5. Select meeting you have scheduled

6. Add agenda etc.

7. Select 'copy training information'

8. These are the joining instructions. 'Select all' copy and paste into email to anyone invited to join

Access Code: 533-684-256
Audio PIN: Shown after joining the training

Step 1: Add Class Activities ⓘ

Material
No mate

Tests
No tests

Polls
None

Evaluati
None

Step 2:

Invite Yo
Registra
Training

✉ Ema

Copy Training Information   ×

Copy this text and paste it into an email, Web page or document.

Please register for law 2 on Tuesday, March 24, 2020 6:30 PM -
7:30 PM GMT at:

https://attendee.gototraining.com/r/3194314780912142849

After registering you will receive a confirmation email containing
information about joining the training.

Brought to you by GoToTraining®
Online Training Made Easy™
LogMeIn, Inc. | 7414 Hollister Avenue | Goleta, CA 93117

Select All   Cancel

849

Registration and Payment Settings

Attendee Limit: 25
Close Registration: Never
Registration Notification: No

Tracking Registrants

Computer / smartphone details

- The technical specifications required for using GoToWebinar are a minimum 2Mb of RAM, plus microphone and speaker

- You may need someone who is not the clerk or chairing the meeting to respond to login and technical issues

- Common problems to anticipate will be available from SLCC

Here is a practice meeting using functions from GoToWebinar

- There is a model agenda for this meeting practice, we suggest attendees keep a copy before them (particularly if they're using a smartphone to log in)
- Confirm who will take the role of chairman
- Confirm who will take the role of clerk / administrator
- Everyone else are as councillors, with one councillor asked to declare an interest in a planning application
- **Note how to mute all attendees, so press and public only listen, then how to unmute councillors**
- We suggest you all make notes during the practice about how you feel the process works, for sharing at the end of the practice meeting

Voting

Whenever a vote is called in a council meeting, there are three options for councillors to reply:

- Vote in favour

- Vote against

- Abstain

The clerk, with sight of the number of councillors logged in, will need to count the votes each time, and advise the chairman whether the vote was unanimous or whether other replies should be canvassed

Meeting of Newtown Parish Council

- Welcome by the (webinar) chairman
- Apologies for absence
- Declarations of interest
- Minutes of the previous meeting
- Planning
- Finance
- Clerk's Report
- Date of Next Meeting

See webinar pane,
to the right of your screen

Hide the Control Panel

Mute your line

Screen preferences

Raise your hand

- Click to uncover the chat space at the lower end of the pane

- Please mute unless otherwise agreed (also mobile phone)

- Please use full screen (*make sure you can still access papers*)

- Use the "raise hand" function when responding during this online meeting

Quick system check

Raise your hand

Councillors, please click on the raised hand to show the connection works

Sign-in

Please use the orange arrow symbol to uncover the chat space, to text a message.

Councillors, please type in your first name, and press send to everyone.

You can also minimise other sections so the pane takes up less space on the screen.

Apologies for absence (chairman, voice)

- A welcome to members of the press and public who are listening in

- The clerk has received apologies for absence from Cllrs. B Johnson and J Corbyn

- If anyone present has been asked to give an apology on behalf of another councillor, please would they text it on the chat space now, with the reason for absence

Declarations of interest (chairman, voice)

- If any councillor has an interest relating to any item on the agenda, please would they text in the chat space or say that item number now, noting whether it is a pecuniary interest

- For Wales, please note whether it is a personal or prejudicial interest
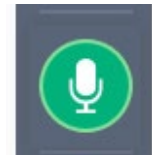
- If it is a pecuniary / prejudicial interest that would otherwise require them to leave the room, that person will be asked to log off when the time comes by going to the top of the webinar pane, clicking File and Exit, and then logging back on after they have received a call or text asking them to return

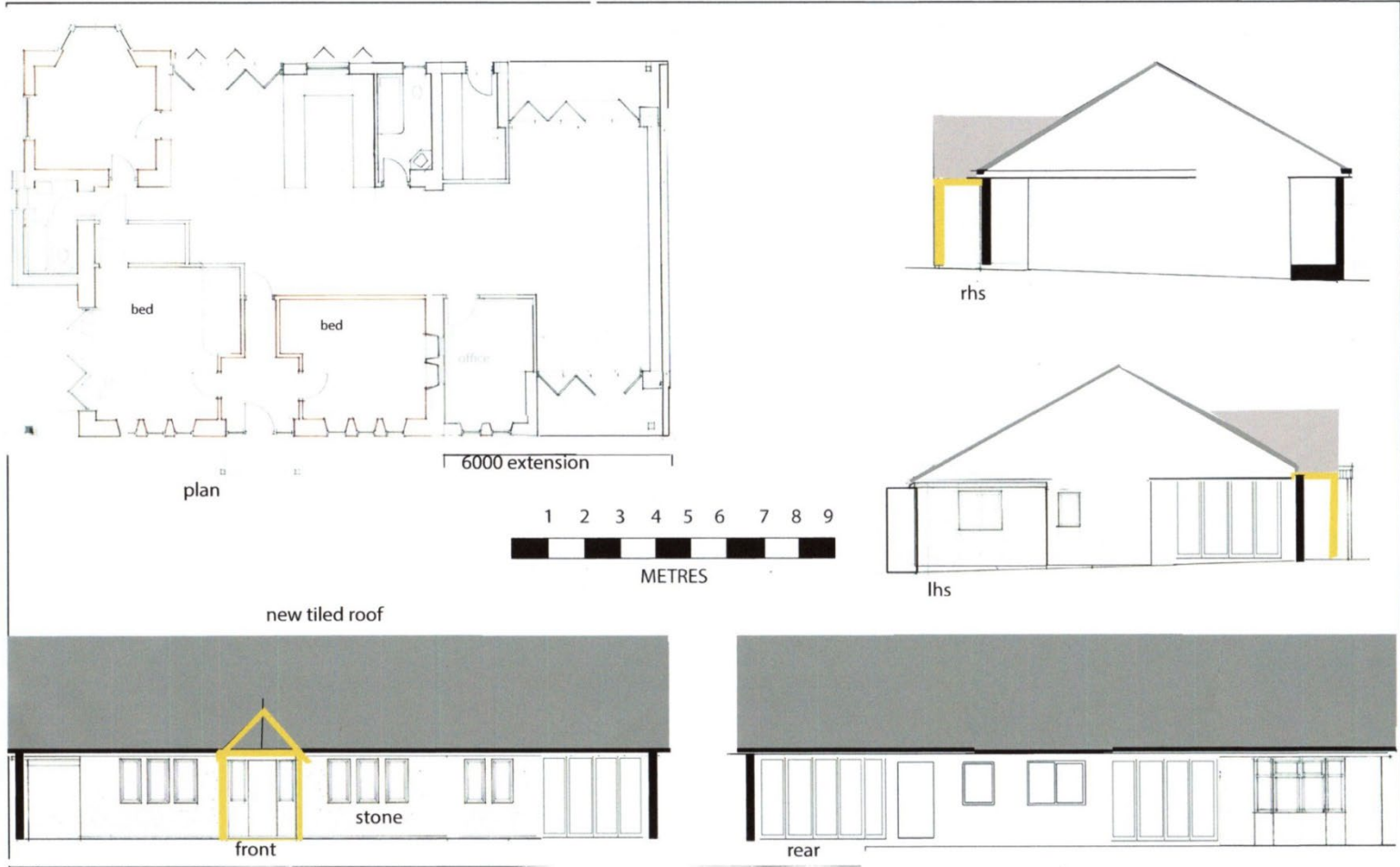# Minutes of the previous meeting (chairman, voice)

- The draft minutes of our last meeting have been circulated to councillors and posted on the council website

- If a councillor has an amendment to propose, please would they text the item number now and some proposed rewording

- Raise hands please to second the proposed change
- Raise hands please if in favour of the change

- Thank you – now all vote to approve the final draft

Planning (clerk, voice)

- We have one planning application to consider, a proposal from Cllr. Bovis to extend his house at Downyer Way (please log out now, Cllr., and log back in when we text or call you)
- Councillors have been sent a link to the application on the District Council website, and I will show some plan details shortly
- If councillors have any concerns when I have shown the plans, please would they raise hands
- If there are no comments, we will respond "No objections"

bed

bed

office

plan

6000 extension

new tiled roof

stone

front

rhs

lhs

rear

1 2 3 4 5 6 7 8 9

METRES

Approve response to application (chairman, voice)

- If a councillor has any question or point to make about the report, including any planning they would recommend, please would they raise their hand to speak, and unmute their line when I invite them to speak.
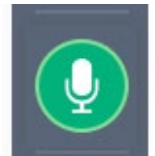
- Thank you for all your comments. I will now summarise a response, and take a vote in favour of that summary

Financial Report (clerk, voice)

- The monthly financial report has been circulated to councillors and posted on the council website

- The only cost heading that has exceeded 15% of the agreed annual budget is training, due to the clerk's agreed attendance at this year's SLCC National Conference at a cost of £350

- I will now show a budget summary report for information, and for any quesrtions

Budget summary (clerk, voice)

	BUDGET	TO DATE	REMAINING
General administration	655.00	531.29	123.71
Audit fees	580.00	325.00	255.00
Staff costs	7000.00	5871.52	1128.48
Newsletter & website	100.00	60.00	40.00
Membership & subscriptions	420.00	460.30	-40.30
Training	*250.00*	*520.60*	*-270.60*
Insurance	1550.00	1585.80	-35.80
Allotments	200.00	28.58	171.42
Non-Sec 137 grants	200.00	0.00	200.00
Sec 137	250.00	332.00	-82.00
General maintenance	1000.00	276.00	724.00
Playground inspection	180.00	67.40	112.60
Dog waste collection	470.00	350.00	120.00
Grass cutting	2900.00	930.00	1970.00
Unplanned expenditure	350.00	75.00	275.00
	16105.00	**11413.49**	**4691.51**

Approve receipt of report (chairman, voice)

- If a councillor has any question about the report, please would they raise their hand to speak, and unmute their line when I invite them to speak.

- Thank you for all your comments, may I please now take a vote on accepting the report

Payments for approval (clerk, voice)

TO WHOM	DETAILS	TOTAL	PAYMENT AUTHORITY
Newtown PCC	Churchyard management	200.00	Local Government Act 1972 s. 214 (6)
Gutenberg & Co	Printing council newsletter	73.00	Local Government Act 1972 s 142 (1A)
DP Spirits Ltd	Dog waste collection, March	112.50	Litter Act 1983 s.5
County Association	Annual subscription	416.80	Local Government Act 1972 s.143
P Slip Ltd	Payroll costs	22.50	Local Government Act 1972 s 112(2)
HM Revenue & Customs Only	PAYE	22.00	Local Government Act 1972 s 112(2), Local Government (Financial Provisions) Act 1963 s 5
Clerk	Salary - February	573.59	Local Government Act 1972 s. 112(2)
Clerk	Expenses - February	37.33	Local Government (Financial Provisions) Act 1963 s. 5

DP Spirits Ltd
12 Rose Lane
Newtown
NT1 0UI

FAO Clerk
Newtown Parish Council

Invoice number: 4097   **Date: 24/2/2020**

Quantity	Week commencing	Unit price	Net amount
6	2/3/2020		£22.50
6	9/3/2020		£22.50
6	16/3/2020	£3.75	£22.50
6	23/3/2020		£22.50
6	30/3/20		£22.50

|	
Total	£112.50

Note - There will be a price increase from April 6th, 2020. The cost of emptying bins will rise by 15p to **£3.90** per bin.

New bins can be bought and fitted for £216.00 and existing bins can be refurbished and re-sprayed for £20.00.

We can now offer an emergency call out service for just £10.00 per bin. If they become full before their normal collection date, just call us and an operative will be sent out and the bin will be emptied.

For Local Council Professionals

Payment Approval (chairman, voice)

- If a councillor has any question about the invoices, please would they raise their hand to speak, and unmute their line when I invite them to speak.
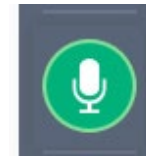
- Raise hands please when asked to second any proposed non-payment

- Raise hands please if in favour of the change

- I will now take a final vote to approve these payments

Clerk's Report (clerk, voice)

- I have circulated a bullet-point report to councillors, which is posted on the council website, and I will share the headlines shortly

- If a councillor has any question about the report after I have shown the headlines, please would they raise their hand to speak, and unmute their line when the chairman invites them to speak.
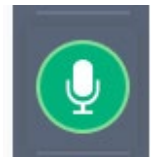
Headline bullet points (clerk, voice)

- The Government has advised we continue online meetings for at least the next three months

- Councillor A Wol has tendered their resignation, notices will go up advising electors to contact the District Council if they would like to request a bye-election (needs 10 people to request)

- Our insurers have advised we need to carry out a tree safety survey on our land at least every three years, or our insurance for accident may not be valid. The cost would come out of our ample reserves, please may I have your approval to go out to tender

Approve action of clerk (chairman, voice)

- If a councillor has any question about the report, please would they raise their hand to speak, and unmute their line when I invite them to speak.

- Thank you for all your comments, may I please now take a vote to approve the proposal to put a tree survey out to tender

Date of Next Meeting (chairman, voice)

- Thank you to everyone who attended our online meeting today

- Our next meeting will also be online, on (date) from (time) – could councillors please text now to give any apologies for absence in advance

- Everyone, please log off by going to the top of the webinar pane, clicking File and Exit – you can call the clerk on (number) or email if you have had any difficulties or issues around this meeting.

Please unmute your lines to share any comments on how that went

Any issues or suggested improvements?

Thank you for attending today

ANY QUESTIONS?

To log out please go to the top of the webinar pane, click File and Exit