

Penllyn Community Council

Streaming and On-line Meeting Policy and Procedures.

Introduction

The 2021 The Local Government and Elections (Wales) Act requires that all Community

Councils must make and publish arrangements for its meetings to enable people who are not in the same place to meet. Under the arrangements, councils need to take reasonable steps to allow meetings to stream meetings and for access from multiple locations.

Whilst physical meetings in the same location are allowable under the 2021 Act, councils must note that the 2021 Act requires that participants (i.e. council members, members of the public and press) are able to join meetings remotely if they wish – even if physical meetings are the preferred mode.

The method used should be appropriate to the size of the council and there is no requirement for meetings to be held in the same way every time. The Council must however publish these arrangements in Notices and in Standing Orders/ Procedures.

Being a small council it was resolved that we did not have the technical or financial resources at this time to provide an effective efficient permanent streaming and hybrid meeting facility and the requirements of the act would be best met by the provision of an 'on request' remote access service, which

when activated, would mean the meeting was held entirely on-line using Microsoft Teams.

This Document set out the basis for that service.

Policy

It is the Community Council's policy to meet the requirement of the 2021 Act, 'that, participants (i.e. council members, members of the public and press) are able to join meetings remotely', by providing an 'On Request' facility to hold the entire meeting on-line.

In the event that, the Clerk receives a valid request for remote access he / she will review the request with the Chair and if appropriate activate arrangements set out in this policy & procedure and The Meeting will be held entirely on-line using Microsoft Teams.

The meeting will be conducted generally in accordance with the Councils Standing Orders including the right for Members of the Public to ask questions/make statements at the appropriate stage in the proceedings in accordance with those Standing Orders.

Procedure

Any Councillor or member of the public/press may request in writing/email to the Clerk to the Council that a meeting is held remotely on-line.

The request must be received at least 2 clear working days prior to the date of the meeting.

[Note. If a member of the public wishes to ask a question or make a statement at a meeting, then details must be provided at least 5 clear working days before the date of the meeting

and approval granted in accordance with Standing orders]

The chair has the right to refuse to hold a meeting on-line if he considers the request to be vexatious or unreasonable. The requestor has the right to appeal in writing to the Clerk against such a refusal and the matter will be considered by the full Council at their next meeting. If the Chairs decision is overturned the applicant will be invited to attend the next meeting thereafter. The decision of the full Council shall be final.

Following receipt of a valid request, The Clerk will advise all Councillors that the meeting is to held on-line and will provide them with log in details [a link or meeting ID and passcode] at least 1 clear working day before the meeting is held. Agendas and papers will be published and distributed electronically prior to the meeting as prescribed in Standing Orders.

If a member of the public/press has requested to attend the meeting then the clerk will also provide them with the log on details and provide them access during the public session of the meeting.

Procedural Guidelines:

Prior to the meeting the Clerk will

- Issue the Passcode for the meeting to prevent unauthorized participants from joining the meeting.
- Enable Waiting Room. This allows verification of attendees before admitting them into the meeting.

The Chair will ensure at the start of the meeting that all attendees are familiar with the basic operation of the conferencing platform and how the meeting will be run on the platform including.

- How to attract the attention of the Chair using the “raise your hand” function
- How to mute and unmute themselves to avoid disruption to the meeting from background noise in remote locations
- If the agenda and other documents will be shared online by means of the platform or if pre-shared versions will be used.
- That attendees have their systems set to show the name of the participant as a caption.

Etiquette for Remote Attendees:

- **Be On Time:** Join the meeting promptly to avoid unnecessary interruptions.
- **Be prepared to identify yourself.**
- **Mute When Not Speaking:** This helps to minimize background noise.
- **Raise Your Hand to Speak:** Use the 'raise your hand' function to indicate a wish to contribute. Don't forget to cancel raised hand when you have spoken.
- **Stay Focused:** Avoid multitasking during the meeting. Don't multi-task.

Technical Guidelines:

- **Test Your Setup:** The officer and councillors who are attending the meeting should ensure they arrive & join early for the meeting to allow time for testing of internet connection, audio / video and Teams set up etc.
- **Prepare for Technical Issues:** The officer or councillors who are leading the meeting should familiarise themselves with

common issues that might arise during an online or hybrid meeting and how to troubleshoot them.

- Nominate an onsite facilitator. There needs to be clarity of who will make any adjustments to the setup to avoid any discussion or delay in making necessary changes.

Council 1st December 2025 Minute 177 refers