South Wootton Parish Council

Notes for the Agenda of the Full Parish Council Meeting held on Tuesday 8th September 2020 at 7pm remotely using Office Teams.

**General information**

Due to new Government Legislation, The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020

(LAPCP Regulations 2020) this Parish Council’s Standing Orders have been updated to allow the use of remote meetings while social distancing is in place.

Please ensure that everyone remains respectful at all times. Anyone becoming disruptive during the meeting will be invited to leave and ultimately may be removed.

**Information for Members of the Public:**

1. Councillors will be sent a link to join the meeting. You can join the meeting either by phone, computer or android/apple device.
2. Members of the public wishing to speak on an item on this agenda or take part in the meeting need to submit this in writing by the cut off time which is **Wednesday 2nd September 2020.** This will be read out under public participation for members to consider and/or a link can be forwarded to join the meeting. Please contact the clerk via info@southwoottonpc.co.uk or by telephone on KL 671692 if you wish to join the meeting.

For members of the public that wish to speak at the meeting, please raise your hand and wait for the Chairman to prompt you, or if you have no visual access to the meeting state your name when prompted under the ‘questions from the public’ section and wait to hear from the Chairman.

1. For those Councillors who have no visual access to the meeting, Members will state their name before speaking and voting. The agendas and the minutes of the meeting will be available on the Council’s website in PDF and word format. Or a request can be made in writing to the Clerk for other variable formats such braille or large print.
2. For those who are unable to hear, the agendas and the minutes of the meeting will be available on the Councils website in PDF and word format. Or a request can be made in writing to the Clerk for other variable formats such a British Sign Language translation (BSL).
3. Any person wishing to photograph, record, broadcast or transmit the proceedings of a meeting should notify the Council at the beginning of the meeting.