

WILTON TOWN COUNCIL

Ancient Capital of Wessex



Town Clerk

Tel: 01722 742093

Email: clerk@wiltontowncouncil.gov.uk

*Council Offices
Kingsbury Square*

Wilton

Salisbury

*Wilts SP2 0BA
www.wiltontowncouncil.gov.uk*

WILTON TOWN COUNCIL

Policy for Streaming Meetings

Adopted on 5th July 2022

Minute reference 121/22

Review date July 2024

Statement of Policy

Wilton Town Council is committed to accountability and transparency and meetings are open to all, members of the public are welcome to attend. Following the pandemic, which allowed meetings to be streamed it was noted that this enabled members of the public access to meetings when they were unable to attend in person.

This policy is designed for public attendance as Councillors must be present in person to participate in the meeting. However, Councillors may observe the meeting remotely but this does not count as attendance under the six month rule and they can not be counted as part of the quorum for the meeting.

Wilton Town Council will aim to stream all meetings of Full Council, E&A, Committee, P&R Committee and extraordinary meetings thereof via ZOOM, however there may be, on occasion, a valid reason why the meeting can not be streamed. These reasons may include but are not limited to:

- Failure of the ZOOM platform
- Equipment failure
- Staff illness or unexpected absence
- Utility failure such as a power cut where the meeting cannot take place without electricity.

Attendance of meetings via ZOOM

Members of the public and Councillors may attend via the ZOOM platform, however Councillors should be aware that they may not participate as a Councillor if attending via ZOOM.

All participants should show their name, anyone not showing their name may not be admitted. This name will be recorded as an attendee for the Minutes of the meeting.

ZOOM Meeting protocol

All Committee and Full Council meetings are streamed via the ZOOM social media platform.

The meeting ID and password will be published on the appropriate agenda and the direct link to the meeting will also be published.

Meetings will be open to residents of the United Kingdom unless requested otherwise. Any requests to access a meeting from another Country should include the reason for the request.

All participants will be admitted by the host or co-host. In order to ensure participants are admitted they should be present at least five minutes before the stated start time of the meeting.

All participants must keep themselves muted unless invited to speak.

Any participants that continually unmute themselves despite being asked to mute (or ignore the request) maybe removed from the meeting.

The Chat facility may only be used to chat with the Host, private chat will be disabled.

All meetings will be recorded on ZOOM and the copy kept on the Clerk's computer. Requests for a recording of the meeting will be completed, providing the person requesting the recording provides a new (unopened) USB stick.

Please note that this policy refers to ZOOM, as at the time of adoption that was the preferred platform that the Council subscribed to. Should the preferred provider change, the policy should be amended immediately.