

MULTI-LOCATION/HYBRID MEETING POLICY AND PROCEDURES

1. Introduction

Section 47 of the Local Government and Elections (Wales) Act 2021 provides for multi-location attendance at community and town council meetings. The Council must make and publish arrangements for convening meetings, which allows, but not requires, participants to be in multiple locations. The minimum requirement is that members are able to hear and be heard by others.

Examples of multi-location meetings could include:

- all participants are in the same physical location;
- all participants are in the same physical location except one individual who joins from another location;
- roughly equal number of councillors are present in a physical space and joining through remote means;
- wholly through remote means where no physical arrangements have been made.

Llangors Community Council (LCC) recognises the benefits of offering hybrid/multi-location meetings and this policy outlines any differences and requirements, as well as assisting with participation rules and debate during meetings. This policy provides specific supplementary guidance that may be required when using multi-location/hybrid meeting set ups, and will provide this function (Zoom) wherever available, dependent on venue infrastructure. The Standing Orders adopted by LCC can be viewed online at <https://llangors.org.uk/wp-content/uploads/2025/03/LCC-Standing-Orders-March-2025.pdf>

2. Setting up the meeting

- 2.1 The meeting will be a formal meeting of LCC and will be held using the agenda and summons which has been published. It will be governed by the Standing Orders, Financial Regulations and any other associated policies as appropriate.
- 2.2 LCC has chosen to use the platform Zoom and the Clerk laptop will be used to host the meeting using a paid account.
- 2.3 Members wishing to join the meeting remotely (whether by video or telephone) will be required to request the Zoom meeting ID and access link in advance of the meeting. The meetings will be open to the press and public in line with legislation and policy, however, the link to any virtual meeting will not be published on any agenda.
- 2.4 Should a member of the public wish to attend virtually, they too will need to contact the Clerk no later than 4pm one working day before the meeting in order for arrangements to be put in place. The Clerk will keep a record of the attendees expected in consideration of any security risks. As with face-to-face meetings, members of the public will be given the opportunity to speak during public participation, but will not be permitted, unless invited to do so by the Chair, to speak at other times.
- 2.5 When attending remotely, any participants must ensure the room from which they are accessing the remote meeting is suitable in terms of privacy and that no disturbance occurs during the course of the meeting to ensure correct formalities of the proceedings.
- 2.6 No participants shall attend whilst located in premises which at the time of the meeting are used for the supply of alcohol.
- 2.7 Meeting participants may wish to protect their personal environment by choosing a virtual background, or alternatively should consider what can be seen behind them whilst on camera.
- 2.8 Attendees will collect in the virtual waiting room prior to the meeting. It is expected to join the meeting at least 5 minutes prior to the start in order to not cause any unwanted delay. The Clerk/Chair will have the ability to mute or remove anyone deemed to be causing unnecessary delay

or interruption to proceedings, as well as any nuisance, harassment, abuse, or vexatious conduct, at the Chair's request.

- 2.9 All Councillor attendees will display their name, including the title Councillor (or 'Cllr') in order for the public to be able to identify them.

3. Specific hybrid meetings arrangements

- 3.1 All attendees will be set to 'mute' on commencement of the meeting and only the Chair of the meeting will be unmuted. All other participants, if they wish to speak will be invited to unmute. The Clerk will have the ability to mute anyone who forgets.
- 3.2 The Clerk will display any documents required using the 'share screen' function where appropriate, and if necessary, can allow this function to be opened to other members. If other speakers have materials to share, this must be sent to the Chair or Clerk in advance of the meeting (minimum one working day) in order for the material to be checked and prepared for presentation. The Chair reserves the right to withhold the display of any material that is considered to be illegal or does not comply with LCC policy and legislation.
- 3.3 Anyone wanting to speak should raise their hand either physically or virtually.
- 3.4 Voting will be undertaken by a show of hands where video conferencing is enabled which will be verbally confirmed and by a verbal response for telephone connection. The Chair will address each member individually. Should LCC wish or be required to hold a confidential ballot vote, this will be done by members individually emailing the Clerk.

4. Declaration of Interests

- 4.1 If a Councillor has declared an interest in an item on the agenda, they will be placed in the waiting room for the duration of the agenda item. Once the item has been concluded, they will be re-admitted.

5. Confidential Matters

- 5.1 If there is confidential business for discussion and consideration, members of the public/press will be placed in the waiting room for the duration of the agenda item. Once the item has been concluded, they will be re-admitted.

6. Photographing, recording, broadcasting or transmitting

- 6.1 Photographing, recording, broadcasting, or transmitting the proceedings of a meeting by any means is not permitted by any means and is not permitted without the Council's prior written consent in accordance with 3 (k) of LCC's Standing Orders.
- 6.2 LCC is not liable for the actions of any person making a recording at or of a meeting which identifies a member of the public or for any publication of that recording.
- 6.3 The printed, and signed, minutes of LCC meetings remain the statutory and legally binding formal record of LCC decisions.

The Clerk and all members of the Community Council are responsible for ensuring compliance with this policy.

This policy is reviewed annually.

Reviewed and adopted at the meeting of Llangors Community Council on:

Signed by Chairperson:

Print Name:
