



Cyngor Dinas Llanellwy St Asaph City Council

Procedures for Remote Attendance at Meetings

1. Introduction

- 1.1 The Local Government & Elections (Wales) Act 2021 came into force 1st May 2021 to continue the provision for Local Authorities to hold meetings with remote attendance.
- 1.2 Council meetings are held in person and with remote attendance via Zoom so that Councillors and member of the public can choose how they wish to attend.
- 1.3 These procedures will apply to Full Council meetings and any Committee meetings as required to transact City Council business.

2. Videoconferencing

- 2.1 St Asaph City Council uses Zoom videoconferencing software.
- 2.2 If participants are unable to use videoconferencing, there is a facility to dial into the meeting, thus satisfying the requirements for attendance (to be able to hear and be heard).
- 2.3 If a Member is unable to connect due to technological or internet issues, this would be accepted as a legitimate reason for non-attendance and will not count against them under the six-month rule.

3. Agenda/Summons

- 3.1 The meeting Agenda will be posted on the City Council website at least three clear days before the meeting.
- 3.2 Any person unable to access the Council's website must contact the Council and request an electronic copy of the agenda to be forwarded as appropriate.
- 3.3 The summons to members will be via the usual procedure – i.e. the Agenda and meeting pack will be sent to all members by e-mail.
- 3.4 The Agenda posted on the website will specify that for Public Participation, residents and/or press should e-mail the Clerk including any questions they wish to ask by 4 pm on the day before the meeting.
- 3.5 Any Member of the Public wishing to attend will be sent a link to the meeting, or can choose to attend in person.

3. Arrival at the Meeting

- 3.1 For those attending remotely, they will be placed in the Waiting Room and will be admitted to the meeting by the Clerk, or the Chairman of the meeting.

- 3.2 Once the meeting starts all participants should mute themselves and only unmute when invited to speak by the Mayor.
- 3.3 The Deputy Mayor's role will be to assist the Mayor as required in chairing and facilitating the meeting.
- 3.4 If required another Councillor may be allocated a "host" role to assist the Clerk in helping participants with any technical issues and welcoming them to the meeting.

4. Rules of Debate

- 4.1 Standing Orders will be used to guide the meeting in the same way as for regular Council meetings where participants are present in one place.
- 4.2 When members wish to speak, they should signify this to the Mayor by raising their hand.
- 4.3 In the case of poor connectivity the Mayor will decide whether to continue with the meeting or to reconvene.

5. Voting

- 5.1 Voting will be conducted by a show of hands. The Mayor will call the name of any councillor who is dialling into the meeting, with a response of "for", "against" or "abstain" from any such Member which will be noted by the Clerk to ensure accurate representation and recording of the decision.
- 5.2 Unless a recorded vote has been requested, any voting record will be disposed of once the minutes of the meeting have been approved.

6. Declaration of Interest

- 6.1 Declaration of Interest forms will be forwarded to any member making a new declaration of interest. Councillors are to complete the forms as required and send the form to the Clerk, either electronically or by post.
- 6.2 For those attending remotely, if a Member's interest is prejudicial and they consider they should withdraw, they will be placed in the waiting room until the discussion is concluded. Once the matter is decided, they will be invited back into the Meeting.

7. Completion of Documentation

- 7.1 Where the Mayor is required to sign documents to confirm Council's approval and the Mayor has attended remotely, this is to be actioned on screen and the signed documents are to be posted to the Clerk following the meeting. Alternatively, the Clerk will arrange to meet with the Mayor shortly after the meeting to have the documents signed.
- 7.2 Where Declarations of Office are to be completed and the relevant Member is attending remotely, they should sign the document and hold it up to their screen to show those present at the meeting. The form can then be sent to the Clerk by post and the Clerk will then sign to confirm they have witnessed the signature.

8. Public Participation

- 8.1 Members of the Public who wish to attend remotely will have requested attendance, prior to the meeting, from the Clerk.

8.2 Members of the Public will only be able to speak during the agenda item

Public Participation.

8.3 At all other times there will be no interaction with the public as the meetings are City Council business meetings and not public meetings. The microphone of members of the public attending remotely will be muted other than when they are invited by the Mayor to speak.

8.4 During Public Participation, members of the public attending remotely will be required to “enable video” in order for them to be visible to the Mayor and will raise their hand to indicate they wish to speak.

9. Photographing, recording, broadcasting or transmitting

9.1 Photographing, recording, broadcasting or transmitting the proceedings of a meeting by any means is not permitted without the Council’s prior written consent.

9.2 The City Council is not liable for the actions of any person making a recording at or of a Council meeting which identifies a member of the public or for any publication of that recording.

9.3 The printed and signed minutes of a City Council meeting remain the statutory and legally binding formal record of City Council decisions.

10. Confidential Matters

10.1 For confidential matters, a separate Zoom meeting link for the confidential items will be available to members only.

10.2 At the conclusion of the non-confidential business on an agenda the meeting will be suspended for Councillors to re-join using the confidential Zoom meeting link.

Policy Adopted: June 2020

Last Review: May 2025

Next Review: May 2029