

# **MULTI LOCATION MEETINGS POLICY**

**REVIEWED AND APPROVED BY  
BAGILLT COMMUNITY COUNCIL  
ON 8<sup>th</sup> MARCH 2023**

Section 47 of the Local Government and Elections (Wales) 2021 Act requires that “arrangements” be made by community councils for the convening of meetings involving participants in multiple locations.

**1. Meetings will normally be held face to face unless:**

i) There is an emergency, such as a pandemic, which precludes such a meeting.

ii) The Council gives notice one month in advance that it intends to hold a meeting remotely and gives a reason e.g. likely poor weather in January and February.

**2. Remote meetings if required will be conducted using Zoom.**

**3. Provision will be made for holding all Face-to-Face physical meetings in a hybrid manner with the non-face to face requestor having a conference phone dial in access to link to the physical meeting. All participants physically present or joining remotely will be able to hear and participate in the meeting.**

**4. The Clerk must receive a request to hold a hybrid meeting no later than 3 clear working days before the meeting. The requestor will be asked to provide the Clerk of the Council with their phone number.**

**5. Meeting notices will be posted on the Council website before the meeting.**

**6. The meeting will be Chaired in the normal manner as per the Council’s standing orders. The Chair will ensure that everyone in a hybrid meeting can hear and be heard by all participants.**

**7. Voting will be by show of hands for those at the physical meeting and Councillors voting remotely will do by advising verbally their vote.**