Zoom Meetings Protocol

1. **Security** – remember Zoom provides a tunnel into your device and could be used by hackers. Only login when joining a meeting, as soon as the meeting finishes logout of the app. If you think you have been compromised, close the device and re-start.

2. **Anti-virus** – make sure you have the latest version of your anti-virus loaded and running. The council account is the Pro Version of Zoom which has extra encryption functions.

3. **Mute & Video** - When in the meeting please keep yourself on mute until you want to speak (or are asked to speak). If you want to speak raise your hand and un-mute so the chairman can see. The chair and clerk will be unmuted to control the flow of the meeting and the agenda items.

4. **Voting and resolutions** - If we are discussing a specific motion for resolution the chair will go round each councillor in turn for their views and vote. If there is no motion put, the chair or another councillor may propose a motion and if this is seconded, the motion will be discussed and/or voted on in the same way. Councillors must express or show their support or objection clearly.

5. **Declarations** - If you declare an interest in an agenda item the chair will ensure that you go back to the waiting room for the duration of the discussion of that agenda item, and call you back in when the discussion (and vote) is completed.

6. **Public participation** - Members of the public who wish to join the meeting will be allowed to do so, in the same way that they can for normal PC meetings. The meeting agenda will include the joining details for the meeting. The chair will explain the process for members of the public joining the meeting as per our standing orders (i.e., option to address the meeting about an item on the agenda for up to 3 minutes during the Public Participation session).

7. **Recording** – our PC meeting will be recorded; the files will be held in Zoom Cloud following the meeting. There will be 2 files, an audio and audio/video. These files are very large and if not managed will quickly use up the cloud space for the Parish Council account which would prevent further recordings being stored. To ensure that this is managed the chairman of the meeting will download the file to their local machine. The clerk can then refer to these if required when writing up the minutes. When the minutes are approved by council as a true record of the meeting they will be deleted from the local machine. This ensures council follows its GDPR policy on data retention.