



## **Members of the public attending Parish Council meeting remotely**

**Members of the public wishing to speak** - will be entitled to register and identify which Part I reports(s) they wish to speak on from the published agenda for the remote meeting. Those who wish to register to speak must do so by notifying the Committee team [info@chorleywood-pc.gov.uk](mailto:info@chorleywood-pc.gov.uk) by e-mail 48 hours before the meeting. The first 3 people to register on any report (for or against) will be sent a link so that they can join the meeting to exercise that right. This will also allow the Committee Team to prepare the speaker sheet in advance of the remote meeting to forward to the Chair of the meeting.

**Other members of the public who wish to hear** the meeting discussion and view the remote meeting but who do not wish to speak will be able to live stream the remote meeting using the virtual meeting link published on the Council's website with the agenda. Members of the public will not be able to make any comments as this function will be switched off for all remote meetings.

**Members of the public registered with the Committee Clerk to speak** will be allowed to speak with the objectors speaking first. Before addressing the remote meeting, each person will be asked to state their name and asked to show respect to each other and not to talk over someone who is already speaking. They will be asked to put on the mute button if not speaking. They will have up to 3 minutes to speak. They will not be entitled to take part in the discussion. Once the report they have spoken on is over they will be able to leave the remote meeting.

**Other Members of the Public** - Any other persons who are listening in via the live stream are accessing the meeting but are not entitled to take any active part in the meeting. The Chair has the discretion to remove any member of the public from the remote meeting by any remote means if they interrupt, try to engage in the meeting, or are abusive having been warned about their behaviour.