

BRANSCOMBE PARISH COUNCIL

Year Ending: 31st March 2022

c/o Higher House, Branscombe, EX12 3BH

01297 680364 / 07903 080411

Email: clerk@branscombe.eastdevon.gov.uk

Web: <http://www.branscombe-pc.org.uk>

ANNUAL PARISH MEETING

BRANSCOMBE PARISH COUNCIL MEETING to be held ONLINE: (see website for details)

Thursday 6th May 2021 at 18.30hrs

ZOOM PROTOCOL

You will be able to join the meeting from 18:25. If you have never used Zoom before, it is best to attempt to join the meeting before this time, as your device (computer/phone/tablet) may have to download the necessary software, which takes a little time.

Go to www.zoom.com

Click [JOIN A MEETING](#)

When prompted, enter Meeting ID: [828 4003 6731](#) and Passcode: [029678](#)

You should be given the option to either JOIN WITH COMPUTER AUDIO or TEST SPEAKER AND MICROPHONE. We suggest you choose the former, and if you cannot hear any conversation go back to www.zoom.com and test your speaker and microphone to troubleshoot.

You will be placed in a Waiting Room and the Clerk will allow you into the meeting.

Before the meeting starts, the Clerk will mute your microphone to reduce background noise and distractions.

After the apologies have been heard, the Chair will:

- 1.0 Confirm that those present can hear the proceedings by raising of hands
- 2.0 Take a roll call to confirm the Council members present at the meeting
- 3.0 Confirm the meeting is quorate
- 4.0 Ask for a raised hand should you wish to speak
- 5.0 Ask for a raised hand should you wish to vote
- 6.0 Ask individuals to remain on mute until invited to speak
- 7.0 Ask individuals to state their name when speaking (for the benefit of anyone phoning in)
- 8.0 Advise that any Councillors with a declaration of interest will be placed in the Waiting Room while the relevant item is under discussion.

If any meeting attendee is disruptive, the Chair may take appropriate measures up to and including asking the Clerk to remove them from the meeting.



Nicky A Langley

Clerk to Branscombe Parish Council & Responsible Financial Officer

Dated: 11th April 2021