

Bredhurst Parish Council – Online Meeting – Participant Instructions

The Local Government Act 1972 and the Public Bodies (Admission to Meetings) Act 1960 require parish council meetings to be open to the public.

In recognition of the problem of holding and attending meetings in the current climate, the Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020 enables local councils to hold remote meetings (including by video and telephone conferencing) until May 2021.

All members of the council must be able to hear, and where practicable see, and be so heard and, where practicable, be seen by, the other members in attendance and any members of the public attending the meeting.

This meeting of Bredhurst Parish Council is therefore taking place via Microsoft Teams, and all members of the public are entitled to attend. There will be public sessions at all parish council meetings unless there is a closed session whereby any members of the public present will be asked to leave. If you have an issue you wish to raise, you must ensure your webcam is switched on and may raise your hand. Invitation to then speak will be at the Chair's discretion. Unless speaking, please ensure your microphone is muted at all times.

Please note that the meeting may be recorded.

Instructions

The instructions below cover joining a Microsoft Teams meeting from a Windows PC, using EDGE or Google Chrome browsers.

Apple Mac users will need to download the Teams Desktop Client:

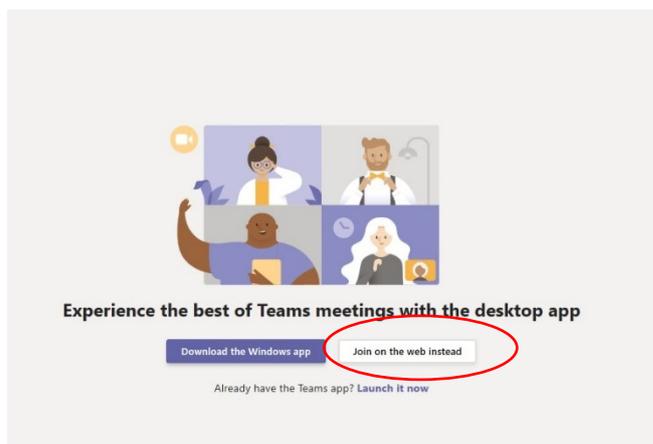
1. From the [Teams download page](#), under **Mac**, click **Download**.
2. Double click the PKG file.
3. Follow the installation wizard to complete the installation.
4. Once the app is installed, you can use the link from the email to join the meeting.

Tablet Users will need to download the Teams app:

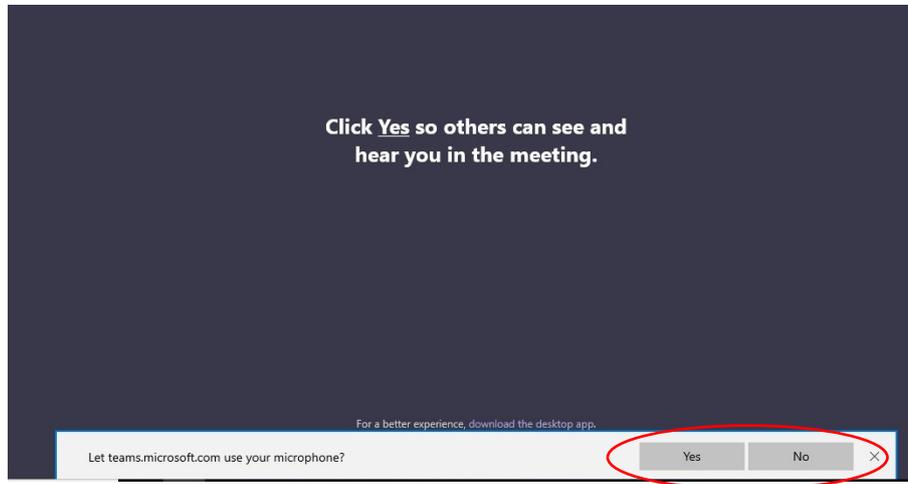
The Teams app is available for iPad and Android tablets from the Google Play and the Apple App Store. Once the app is installed, you can use the link from the email to join the meeting.

Windows Users

Click on the link in the email you receive from Bredhurst Parish Council. You will be presented with the screen below. Click on 'Join on the web instead'

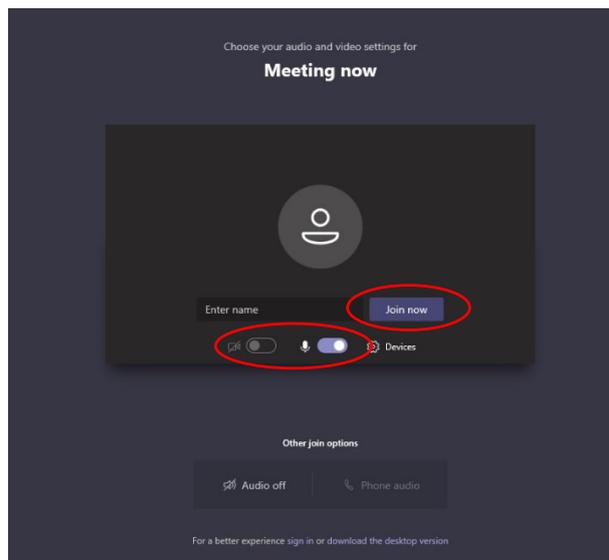


If you have a microphone and may wish to ask a question during the meeting, click yes, if not, click no.

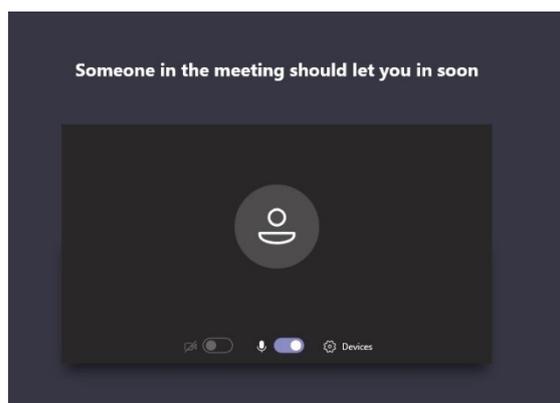


You will then be taken through to the next screen. Enter your name in the box and turn your webcam and microphone off if you wish to do so. Please note that if you turn your webcam off you will not be able to ask to speak.

Click Join Now.



You will be entered into the lobby and will await here until the meeting starts.



Once the meeting has finished, close the browser or app.