ROTTINGDEAN PARISH COUNCIL

Special Arrangements for attendance at the Rottingdean Parish Council Meetings

In view of the current social distancing measures, Rottingdean Parish Council Meetings with take place by video/audio link muntil forther notice.

Within this constraint the Parish Council wish to run the meeting as close as possible to the established process. Members of the public will be able to view the proceedings by video and audio link and there will be an opportunity at the beginning of the meeting for people to speak for 3 minutes in line with the current arrangements,.

The meeting will be take place using the Zoom video meeting application. A video tutorial on how to join a Zoom meeting is at:

https://support.zoom.us/hc/en-us/articles/201362193-Joining-a-Meeting

You might find it useful to view the video tutorial in advance of the meeting

In order to join the meeting **you will need to register your interest in advance** by completing the attached registration form.

Following your registration:

- You will be sent email confirmation that your registration has been received.

- On the morning of the meeting you will be emailed an invitation to the meeting that will include a link and the password.

- **At the time of the meeting** just click on the meeting link follow the instructions on screen and you will join the meeting.

- If the host has not yet joined you will be asked to wait to be admitted to the meeting.

If you have any questions about this process or wish to access the meeting by phone please contact the Parish Clerk on 07547 017969 or email chris.hayes@rottingdean-pc.gov.uk

Registration Form: Rottingdean Parish Council Meetings 1

Name:

Email:

Telephone*:

Do you wish to speak at the meeting?

　　　　Yes/No

Do you wish to **listen only** by telephone?

　　　　Yes/No

Please email this form to chris.hayes@rottingdean-pc.gov.uk

This registration form must returned <u>by the Friday before the Monday meeting</u> at the latest to ensure you are able to join the meeting.

* optional