

DITCHEAT PARISH COUNCIL

INSTRUCTIONS FOR MEMBERS OF THE PUBLIC TO OBSERVE PARISH COUNCIL MEETINGS REMOTELY.

The Parish Council welcomes observers of the virtually held council meetings. In order to do this please follow the instructions detailed below:

- Download the ZOOM software on to your PC/tablet or smart phone.
- Send an email to the Clerk clerk@ditcheatparishcouncil.org.uk using the email with which you have registered with ZOOM.
- You must include your full name, full address of where you live and a telephone number.
- You will then receive an invitation to join the meeting.
- Click on the invitation and you will then be placed in a virtual 'waiting room' and when the meeting starts you will be admitted to the meeting.
- Please ensure that you keep the mute button on at all times as you will not be able to speak at the meeting unless you have made prior arrangements with the Clerk.
- If the Council needs to discuss matters of a confidential nature you will be asked to leave the meeting and the connection terminated.

Pam Griffiths

Clerk to Ditchheat Parish Council

2020-04-19