

**CIVIC AFFAIRS**18 May 2020  
5.30pm - 6.08 pm

**Present:** Councillors McPherson (Chair), Dalzell, Davey Chadwick, Sargeant and Thornburrow

**FOR ADOPTION BY THE COUNCIL****20/13Civ – Virtual Meetings-conventions**

The Committee received a report detailing the conventions to apply to virtual meetings. In response to a question, the Committee was advised that there would be a way for audio public contributions from the public were the MS Teams environment incompatible. This was one of the reasons for requiring two days notice from the public so that any technical issues could be resolved prior to a meeting.

**Resolved** (unanimously) to recommend:

- i) The conventions for virtual meetings are adopted as appended to the minute
- ii) The conventions are reviewed after one month of operation and that the Civic Affairs Committee is authorised to make any changes following the review and at any time until 7 May 2021 taking into account any advice from the Council's Monitoring Officer.