**SEALAND COMMUNITY COUNCIL**
**MULTI-LOCATION MEETINGS POLICY**

Section 47 of the Local Government and Elections (Wales) Act 2021 requires community councils to make and publish arrangements for meetings involving participants in multiple locations. These arrangements must enable participants to speak to and be heard by one another, whether attending in person or remotely. This policy sets out the arrangements adopted by Sealand Community Council to facilitate remote participation in its meetings.

1. Meetings will normally be held face to face unless:

   i) There is an emergency, such as a pandemic, which precludes such a meeting.
   ii) The Council gives notice one month in advance that it intends to hold a meeting remotely and gives a reason, e.g. likely poor weather in January and February.

2. Remote participation, where required, will be facilitated using the Council's telephone conference call arrangements or other suitable communication facilities, as appropriate.

3. Provision will be made for holding all Face-to-Face physical meetings in a hybrid manner, enabling councillors who are unable to attend in person to participate by telephone. Participants attending remotely and those physically present must be able to hear and be heard by one another and participate in the meeting. Arrangements will also be considered to enable members of the public and the press to access the meetings remotely via dial-in.

4. The Clerk must receive a request to hold a hybrid meeting no later than 3 clear working days before the meeting, if possible, for administration purposes, i.e., the Thursday prior to the Monday meeting. The requestor will be asked to provide the Clerk of the Council with their phone number, which will be called 10 minutes prior to the start of the Council meeting. Requests received at shorter notice will be considered wherever practicable.

5. Meeting notices will be posted on the Council website before the meeting. Notices will also be posted on the Council noticeboards.

6. The meeting will be chaired in the normal manner, in accordance with the Council's standing orders. The Chairperson will ensure, so far as reasonably practicable, that everyone in a hybrid meeting can hear and be heard by all participants. If technical difficulties arise that prevent effective participation, the Chair will allow reasonable time for the connection to be restored. If the difficulties cannot be resolved, the Chair will determine the appropriate course of action in accordance with the Council's policies.

7. Voting will be by show of hands for those at the physical meeting as per Section 3 of the Council's Standing Orders. Councillors voting remotely will do so by advising their vote verbally.

This policy was reviewed and agreed by Council at its meeting held on 19th October 2026.

A Griffiths – Clerk and Responsible Officer – October 2026