

## **East Pennard Parish Council**

Instructions for Members of the Public to observe parish council meetings remotely.

The Parish Council welcomes observers of the remote council meetings. To do this, please follow the instructions below:

- Download the Zoom software onto your PC/tablet or smartphone.
- Send an email to the clerk: [clerkeppc@gmail.com](mailto:clerkeppc@gmail.com)
- This must include your full name, address and telephone number.
- You will then be sent an invitation to join the meeting.
- When you click on the link, you will be placed in a virtual 'waiting room'. When the meeting starts you will be admitted to the meeting.
- Please 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 something confidential you will be asked to leave the room and the connection will be terminated.