



MONTACUTE PARISH COUNCIL

Mrs Sarah Moore, Clerk to the Council, 24 High Street, Stoke sub Hamdon, TA14 6PS
Tel: 01935 822455, e-mail: clerk_montacutepc@hotmail.co.uk

GUIDANCE TO ACCESS THE VIRTUAL PARISH COUNCIL MEETINGS

Parish Council meetings are being held on the virtual meeting platform Zoom until further notice.

Download the basic package which is free to use and can be accessed at

<https://zoom.us/>

If you would like to attend the virtual parish council meeting please contact the Parish Clerk by emailing clerk_montacutepc@hotmail.co.uk for the ID link at least 24 hours prior to the date of the meeting.

If you do not have access to the internet but would still like to listen in on the meeting please telephone the Parish Clerk on **01935 822455** for the telephone conferencing number so that you can dial in.

If you would like to participate in the public session, please email/phone through the subject/question you wish to raise with the council when you asked for the ID link/telephone number.

If you are accessing the meeting via the **internet**:

- Copy or click on the link given to you in the email into your browser
- Download the Zoom app, if not already done so
- Test your speakers and microphone on your device (you will be prompted to do this)
- You will then be put in a 'Waiting Room' until you are invited to join.
- Once connected, you must click on the video camera icon at the bottom left hand side of the screen to enable the video. This is so that councillors can see who is attending the meeting.

If you are accessing the meeting by **telephone**:

- Dial the number given to you by the Clerk.
- Once connected you will be prompted to type in the meeting ID plus #, then #, then the password plus #. You will be placed in a 'Waiting Room' until invited to join.

All microphones will be automatically muted from the start of the meeting. If you wish to participate in the public session your microphone will be unmuted when you are invited to speak.