

How to access a virtual meeting hosted by Lyneham and Bradenstoke Parish Council? – Public Guide

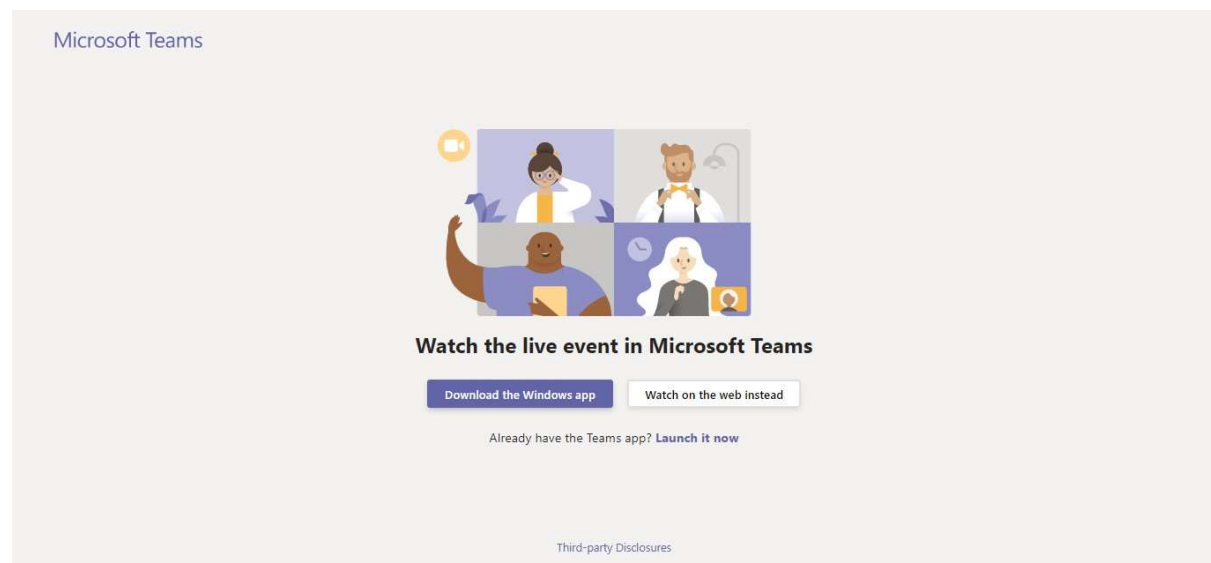
Most Parish Council meetings where decisions are taken by Parish Councillors, are normally held in buildings with public access to allow the public to attend in person.

During the Coronavirus Emergency, the Government has allowed councils to continue to hold these meetings, where the public are instead able to access these online instead of in person, due to current public health risks.

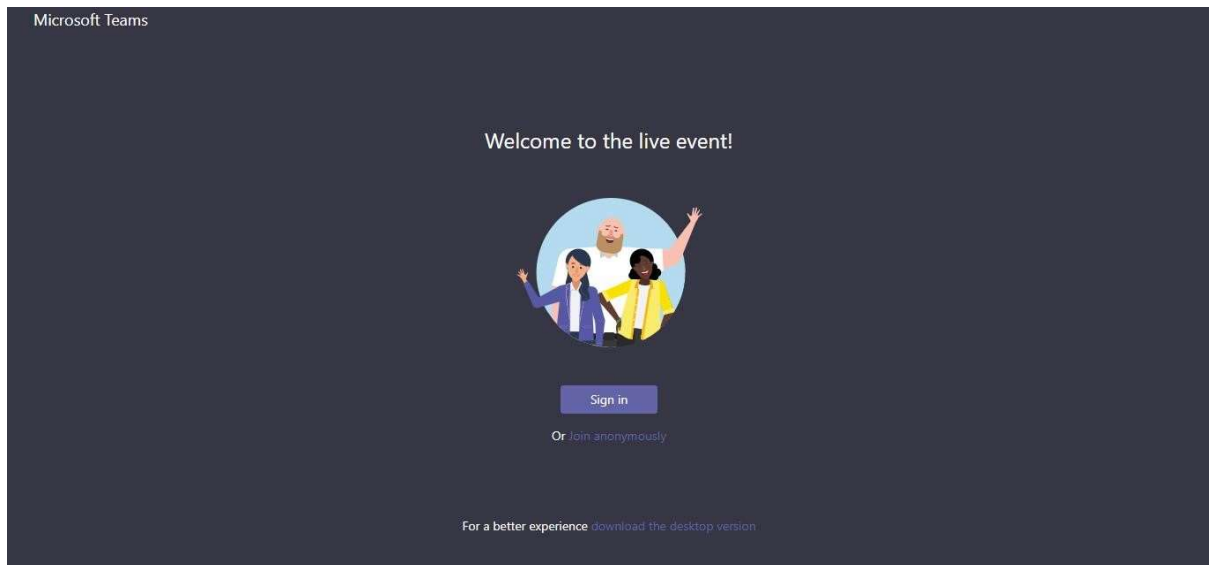
Meetings which are essential to the running of the Parish Council, will therefore take place online, and will be accessible for the public to view via a weblink. Where this is the case, a hyperlink will be published on the agenda for the relevant meeting.

How do I access the Webcast?

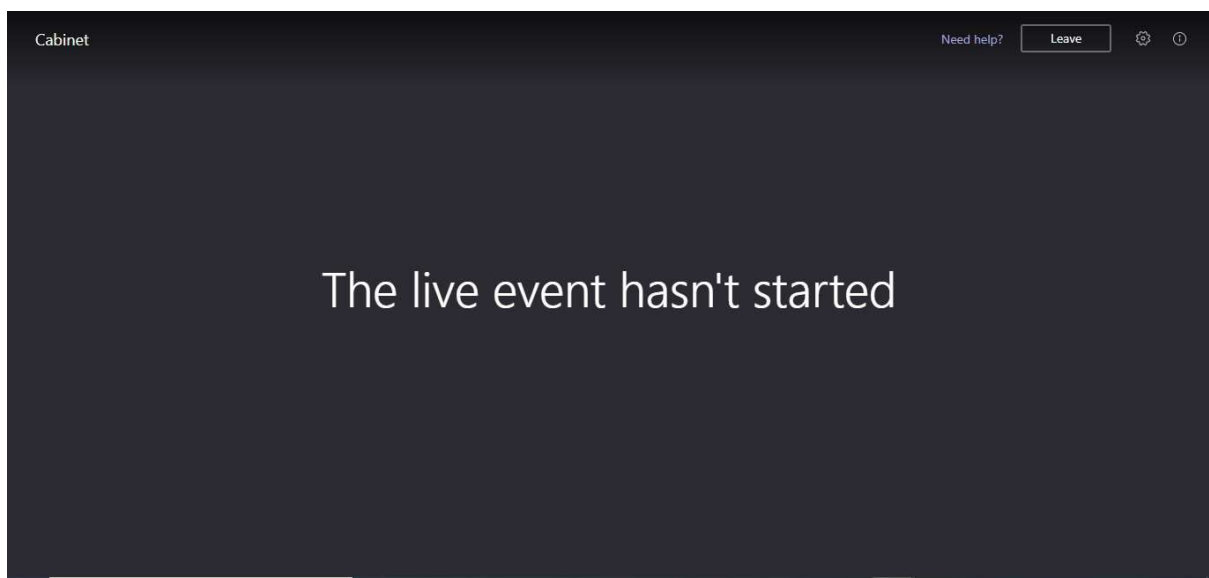
1. Follow the hyperlink on the agenda front sheet to the online meeting.
2. You will then see the Microsoft Teams welcome screen asking if you wish to watch the event through the Teams App (if you already have this on your device) or the web. Click on 'watch on the web instead' if you do not have the App.



3. You will then be directed to the 'Welcome to the live event' screen and you'll have the option to 'sign in' or join 'anonymously'. Click on 'join anonymously'.



4. The live event page will then appear and if the event hasn't started yet it will say so:





5. Once the event starts you will be able to view the live stream.
6. If the meeting has already started, you should be able to hear the meeting, and see content.

A short [Microsoft Video](#) is also available to show you how to join.

Do I have to have Teams beforehand to join the meeting?

No, you do not need Teams. Anyone with a stable internet connection should be able to access the recording if they have the following software:

- **Supported operating systems:** Windows 7 and later (32-bit and 64-bit), macOS X 10.10 and later
- **Supported mobile operating systems:** Android 4.4 and later, iOS 10 and later
- **Supported web browsers:** Chrome (last 3 versions), Edge RS2 and later, Firefox (last 3 versions), Internet Explorer 11, Safari

You can download the Teams App to your smartphone or tablet if you wish by searching for it in Apple App Store  or in the Android Play Store. 

How will the Chairman manage the meeting?

The Chairman will manage the meeting to make it clear what matters are being discussed, voted on, and who is speaking during the debate. It would assist you to have the agenda to hand during the meeting. Presentation slides may be shown during the meeting.

The Chairman will move slowly through the meeting and may call individual councillors by name for them to speak and vote, to ensure the debate is easy to follow. The results of any vote will be announced to the meeting and those watching the broadcast.

How can I participate in the meeting?

If you wish to ask a question, or make a statement at the meeting, please refer to the information in the meeting agenda which requests details in writing by a deadline in advance of the meeting.

All statements and questions received by the deadline will be circulated to councillors and published on the website (in an Agenda Supplement) so councillors are able to read these in advance, and respond to them during the meeting, as appropriate.

The Chairman may invite an officer to read out some of the public statements received, this will likely be limited to the first 5 statements submitted, as is usual practice for physical meetings. Questions will be taken 'as read' and a response will be provided.

In case of postal delays, we encourage written submissions to be sent via email to the Parish Clerk at <mailto:Parish.Clerk@lynehamandbradenstoke-pc.gov.uk>.

Will my video, or email address be shown?

No, no one else on the call will be able to identify that you are listening or watching the meeting, and you will not be able to share content, such as video or audio, with the meeting.

Will I be able to watch the meeting again?

Yes – the meeting will be recorded. Within 48 hours after the meeting has finished the complete meeting will be uploaded to the [Lyneham and Bradenstoke Parish Council YouTube Channel](#)

What happens in the event of technical problems during the broadcast?

We recommend you check you are able to access Teams Live Events before the day of the meeting.

If, during the meeting, we become aware of technical problems preventing the public from viewing the broadcast, every effort will be made to resolve these, if this is not possible, the meeting may be terminated.

Refreshing your webpage to re-load the live stream may assist you in the event of technical problems.

Note:

This meeting method and protocol has been adopted from Wiltshire Council to ensure full compliance with the current regulations.