

Joining Virtual Meetings

We are all facing new challenges thrown up by the current Covid-19 virus, Charing Parish Council is no exception and we have been working on how best to continue to serve the community and conduct our business and duties. We have set up a virtual meetings system so we can continue to hold Parish Council Meetings with the public able to be present. While every effort has been taken to make these meetings as smooth and professional as possible, we accept that things can and will go wrong, so please bear with us; we are doing our best.

Joining via Computer/Smartphone/Tablet:

Those who wish to participate in the virtual meetings can obtain login details from the Parish Clerk before 10am on the day of the meeting. You will need to leave your device email address, name and postal address and, if you wish to speak, a copy of your intended statement with the Clerk, who will email you the login details. We require a copy of your statement if for technical reasons you are unable to speak or be present, your statement can be read to the meeting.

We use the Cisco Webex Meetings system. If you have not used this before you will be prompted to download the app when you login. When you are sent the invitation to join there is no need to press accept; we suggest you do not do this as the email can then disappear from your inbox.

Joining from a landline.

Those who wish to participate by phone can obtain login details from the Parish Clerk before 10am on the day of the meeting; the Clerk will tell you the required phone number, meeting access code and the password. You will be required to tell the Clerk your name, address and, if you wish to speak, a written copy of what you wish to say. If for technical reasons you are unable to join the meeting your statement will be read to the meeting.

Joining from a mobile without video.

Those who wish to participate by mobile phone can obtain login details from the Parish Clerk before 10am on the day of the meeting. You will be required to tell the Clerk your name, address and mobile number and what you wish to say; the Clerk will text you the required phone number, meeting access code and the password. We require a copy of your statement if, for technical reasons, you are unable to speak or be present, your statement will be read to the meeting.

Making a comment.

Those who wish to make a comment can email, text or phone their comment to the Clerk to be read out at the meeting, we require your name and address in all cases.

Please note that the number of people able to speak is limited due to time restrictions. Priority will be given to those with a direct interest in the topic being debated. Statements should be limited to 400 words.

The parish clerk's email is cpclerk@charingkent.org Tel 01233 713599

