

## COMMUNITY MATTERS! GOOD PRACTICE



The Community Matters Meeting will be conducted virtually due to the current COVID-19 pandemic. Grange Park Parish Council will be using the ZOOM app to conduct the virtual Community Matters Meeting. Please ensure you have read the details outlined in this documentation regarding the forthcoming meeting.

The meeting is an opportunity for local businesses and local residents to work together. You could be from a local community group, children's group, or sports group (to name a few), which would like a local business to support a local project you are undertaking. It will be a great opportunity for local residents to highlight issues or concerns, bringing everyone together and become one community, a community that matters!

Depending on the success of the meeting, it could become a regular feature in the Grange Park Parish Council's yearly calendar.

### Prior to the Community Matters Meeting

- Please email: [parishclerk@grangeparkpc.org](mailto:parishclerk@grangeparkpc.org) to register your interest in attending the meeting. Once you have registered your interest you will receive the Access Code and Passcode to enable you to enter the meeting on the **19<sup>th</sup> November at 7.30pm**.
- If you wish to raise a question, please also send your question to the Grange Park Parish Clerk in your email before the **12<sup>th</sup> November 2020**.
  - Please inform the Parish Clerk whether you would like to raise your question at the meeting or whether you would like a Councillor to speak on your behalf.
  - If the questions are duplicated, then the Parish Council will raise the issue(s) at the meeting.
  - Grange Park Parish Council will not be able to accept any questions received after the **12<sup>th</sup> November 2020**.
  - All questions must be relevant to community matters in Grange Park.
- All questions will be submitted to the local business to enable them to prepare their response before the meeting on **19<sup>th</sup> November 2020**.

### Community Matters Meeting

- Please log into the meeting between **7.15pm – 7.30pm** on the **19<sup>th</sup> November 2020** using your Access Code and Passcode.
- Upon entry to the meeting, you will be asked to provide your name to enable the Parish Council to check you in. You will be asked to turn your video and microphone off for the duration of the meeting. If you are asking a question, please turn on your video and microphone when you are asked to raise your question.
- Any inappropriate language or abusive behaviour will not be tolerated during the meeting. If the Parish Council feel you are acting in an inappropriate manner you will be asked to leave the meeting, the host has the ability to remove any persons who they deem to be conducting themselves in an inappropriate manner.
- The chat facility available on Zoom will be disabled for the meeting.
- There will be a brief open question opportunity at the end of the meeting. There is a time constraint to this. Grange Park Parish Council apologise if not all questions can be answered. If your question is not raised at the Community Matter Meeting, please email the Parish Clerk after the meeting and the Parish Council will pose your question to the business via email.