

**Holbrook Parish Council**  
**Protocol for Virtual Meetings**

Please find as follows instructions on how virtual meetings will be conducted to ensure that they are professionally and provide the opportunity for everyone to share their views: -

- Please arrive early, as you would for a face to face meeting. This will allow the Chairman to go over some housekeeping, deal with any queries and ensures the meeting will start on time.
- When you join the meeting, your microphone will be muted automatically, this is so that background noise is kept to a minimum. You can unmute your microphone yourself when you want to speak.
- If you wish to ask a question, please raise your hand.
- Please wait for the Chairman to bring you in and then unmute your microphone so you can speak.