



MULTI LOCATION MEETINGS POLICY

**REVIEWED AND APPROVED BY
FLINT TOWN COUNCIL
ON 20th APRIL 2026**

Section 47 of the Local Government and Elections (Wales) 2021 Act requires that “arrangements” be made by community councils for the convening of meetings involving participants in multiple locations.

1. Meetings will normally be held face to face unless:

- i) There is an emergency, such as a pandemic, which precludes such a meeting.
- ii) The Council gives notice one month in advance that it intends to hold a meeting remotely and gives a reason e.g. likely poor weather in January and February.

2. Remote meetings if required will be conducted using Zoom.

3. Provision will be made for holding all Face-to-Face physical meetings in a hybrid manner with the non-face to face requestor having a conference phone dial in access to link to the physical meeting. All participants physically present or joining remotely will be able to hear and participate in the meeting.

4. The Clerk must receive a request to hold a hybrid meeting no later than 3 clear working days before the meeting. The requestor will be asked to provide the Clerk of the Council with their email address and phone number.

5. Meeting notices will be posted on the Council website before the meeting.

6. The meeting will be Chaired in the normal manner as per the Council’s standing orders. The Chair will ensure that everyone in a hybrid meeting can hear and be heard by all participants.

7. Voting will be by show of hands for those at the physical meeting and Councillors voting remotely will do by advising verbally their vote.