



**CHIPPENHAM
TOWN COUNCIL**
Improving the quality of town life

Joining a Virtual Council Meeting

As Council meetings cannot take place physically in the Town Hall due to the current Covid-19 situation, members of the public may join Council meetings virtually if they wish. Meetings will be hosted using the application Zoom.

What will I need?

A device which enables video calling is best such as a laptop, tablet or smartphone, but you can also join by telephone. You can join the meeting in two main ways:

1. Download the agenda for the meeting either from a social media post or directly from the Chippenham Town Council website under Your Council/ Agendas and Minutes.

Click on the Zoom link on the front page of the Agenda which will open Zoom or allow you to download Zoom if you haven't used it before. Follow the instructions to download Zoom and join the meeting **15 minutes before the start time.**

2. You can also open the Zoom application and enter the Meeting ID and password to join a meeting. These details will be provided on the agenda and Town Council website at least 3 clear days before the meeting.

Zoom has produced a guide and videos explaining how to join meetings from different devices. These can be found here: <https://support.zoom.us/hc/en-us/articles/201362193-Joining-a-meeting>

Can I make my details private?

Council meetings are open to the press and public, if you do not wish to share your image or name, please turn off your camera or rename yourself. Zoom has produced instructions on this here: <https://support.zoom.us/hc/en-us/articles/200941109-Participant-controls-in-a-meeting>
If you want to know how your personal data will be processed please see the Privacy Notice on our website here: <https://www.chippenham.gov.uk/agendas>

Can I ask a public question?

As with public council meetings, members of the public are able to ask a public question for up to 3 minutes. To aid the process of the virtual meeting Chippenham Town Council ask members of the public to email their questions to enquiries@chippenham.gov.uk no later than 12pm the day before the meeting. Please note your name will be required to facilitate your public question.

Further Help

If you want to join the virtual Council meeting but are unsure how to, please contact the Town Council on enquiries@chippenham.gov.uk at least 24 hours prior to the meeting and we will help you access the meeting.