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**Getting Ready for a Town Council Zoom Meeting**

**& YouTube Live Stream**

These are instructions to get you up and running so you can watch the Town Council meeting via live stream to YouTube and be in the Zoom meeting so you can make your statement to the meeting.

There is also an instructional video to watch at [**https://youtu.be/Fw7yEHIWCkY**](https://youtu.be/Fw7yEHIWCkY) it is recommended that you watch this, as well as reading these instructions, so help you with getting set up for the meeting.

1. You will need to have emailed **georgia.raeburn@seafordtowncouncil.gov.uk** for the Zoom joining details and password – please do this well in advance of the meeting, by the day before if possible.

**Opening the YouTube Live Stream**

1. In your internet browser, go to [**www.youtube.com**](http://www.youtube.com)
2. Within YouTube, search for ‘Seaford Town Council’
3. Or if reading these instructions electronically, click this link to go straight to the Town Council’s YouTube channel: [**https://www.youtube.com/channel/UCjAYAaMKgdv8ckENO9NsSjA**](https://www.youtube.com/channel/UCjAYAaMKgdv8ckENO9NsSjA)
4. The Seaford Town Council channel will appear at the top of the search results – click on this
5. Once the live stream is running (around 6.45pm) you will see this appear and can click on this and the video feed will open

**Joining the Zoom Meeting – please join by 6.50pm where possible for a 7pm meeting start**

1. Open a new window in your internet browser (not a new tab) by right-clicking with your mouse on your internet browser on the task bar and choosing ‘new window’
2. Go to [**www.zoom.us**](http://www.zoom.us)
3. Click ‘Join a Meeting’ in the top right of the screen
4. You will either join the meeting in your internet browser or, if you have previously downloaded it, the Zoom desktop app
5. Enter the information prompted:
	1. If asked to enter a name, please remember that this will be visible by all meeting participants and on the meeting recording. You may choose to simply put ‘resident’.
	2. The Meeting ID will have been sent to you at step 1 above.
	3. The Meeting Passcode will have been sent to you at step 1 above.
	4. You may be prompted to choose to either ‘Join with Video’ or ‘Join without Video’ – please note that your video feed will be visible to all meeting participants and on the live stream/recording.
6. You will enter a virtual waiting room until the Council’s technical host lets you in to the meeting.

**Seeing Both Screens**

1. This is the key part – you will need the YouTube live stream to watch the meeting and the Zoom to make your statement.
2. You will not be able to see the physical meeting room or participants in Zoom – you will only see other Zoom participants.
3. To see both screens at the same time, do the following:
	1. Close all unnecessary windows you have open – just keep YouTube and Zoom
	2. Have YouTube and Zoom maximised i.e. open on your screen (not minimised)
	3. Hover your mouse over the task bar and click ‘show windows side by side’
	4. Both YouTube and Zoom should be visible at the same time but as smaller windows
	5. If you want to, you can move these windows by hovering your mouse over the top of the window until an arrow appears and left-clicking (and holding) to grab the window and move it to where you want it
	6. You can then also resize these windows by hovering your mouse over the edge of the window until a double-headed arrow appears (you may have to resize from the side and bottom of the window to make it fill the space)
4. Once you have both screens set up, you can then control these internet pages the way you would normally

**Making Your Statement**

1. The Chair will inform you via YouTube livestream when public participation is open
2. If you are wishing to speak, please raise your hand in your video feed
3. If you have no video feed and only audio, you will have to unmute yourself and state your wish to speak or indicate this using the ‘chat function’ within Zoom.
4. The Chair will specifically invite you by name to make your statement in the right order
5. You do not have to state your name if you don’t want to.
6. This point is usually included on the meeting agenda as ‘Public Participation’ although in Planning & Highways Committee meetings members of the public are also invited to speak immediately before each planning application, if they wish to.
7. If you are unsure of when best to speak, either query this with an officer/councillor ahead of the meeting or raise your hand during the public participation item of the meeting and ask the Chair – they will always be happy to advise.
8. Statements by members of the public are limited to four minutes and you don’t automatically have the right to reply. The Chair may have to cut you short if you overrun on time or try to speak out of turn – this is just to ensure the meeting stays on track.
9. Members of the public should not speak at other points of the meeting.
10. Please keep yourself muted apart from when you are invited to speak
11. You will be able to hear any response to your statement by watching the YouTube livestream

**Leaving the Meeting**

1. You may leave the Zoom meeting at any time – your YouTube live stream will keep playing even if you leave Zoom
2. The Zoom meeting will remain open until the end of the public participation sections of the meeting

**Technical Support**

1. Once you are in the meeting, the Council’s technical host will check that you can hear, speak and are also connected to the meeting live stream as well
2. If you have issues during the meeting, please use the ‘Chat’ function to make the host aware