



# Hybrid Meetings Policy

## 1. Purpose

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This policy sets out how committee meetings of the Village Hall may be held as hybrid meetings, allowing members to attend either in person or remotely, while ensuring meetings remain accessible, effective, and properly governed.

## 2. Scope

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This policy applies to:

- All Village Hall committee and sub committee meetings
- All trustees and any invited attendees

It does not apply to public events or bookings held at the Village Hall.

## 3. Definition of a Hybrid Meeting

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A hybrid meeting is one where:

- A physical meeting takes place at the Village Hall (or another agreed venue), and
- One or more participants join remotely using video or audio conferencing technology.

## 4. Authority

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Hybrid meetings are permitted provided that:

- The Village Hall's governing document (constitution/charitable rules) does not prohibit them, and
- The committee agrees to their use for the meeting in question.

Where required, meetings will comply with charity law and any relevant local authority guidance.

## 5. Notice of Meetings

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- Meeting notices and agendas will clearly state whether the meeting is in person or hybrid.
- Remote joining details (e.g. video link, dial in number) will be circulated to trustees and any invited guests in advance.
- Reasonable notice will be given in line with the committee's usual procedures.

## 6. Attendance and Quorum

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- Members attending remotely are considered present for the purposes of attendance and quorum.
- The meeting will only proceed if the quorum requirements set out in the constitution are met, regardless of how members attend either virtually or in person.

## 7. Conduct of Meetings

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- The Chair is responsible for ensuring that all participants, whether in person or remote, are able to contribute fairly.
- Remote attendees should:
  - Join from a quiet, private location where possible
  - Keep microphones muted when not speaking
  - Clearly indicate when they wish to speak
- If technical difficulties prevent a member from fully participating, the Chair may pause the meeting briefly or, if necessary, adjourn the meeting.

## 8. Voting and Decision Making

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- All trustees attending the meeting, whether in person or remotely, may vote, nominate or second nominations.
- This may be conducted by:
  - A show of hands (in person and on screen)
  - Verbal confirmation
  - Any other method agreed by the Chair that ensures clarity and fairness
- Decisions made at a properly convened hybrid meeting are as valid as those made at an in person meeting.

## 9. Confidentiality and Data Protection

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- Committee members must ensure confidentiality is maintained, particularly when attending remotely.
- Remote participants should ensure that no unauthorised persons can overhear confidential discussions.
- Any use of video conferencing platforms will comply with relevant data protection requirements.
- Meetings will not be recorded unless the committee has explicitly agreed to this in advance.

## 10. Technical Arrangements

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- The Village Hall will make reasonable efforts to provide suitable equipment and internet access for hybrid meetings.
- Committee members attending remotely are responsible for their own devices and internet connection.
- Technical issues that cannot be resolved may result in the meeting continuing in person or being rearranged.

## 11. Accessibility and Inclusion

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- Hybrid meetings are intended to improve accessibility for committee members who may be unable to attend in person.
- The committee will consider reasonable adjustments where possible to support participation.

To be reviewed not less than biennially

**Version 1 adopted by the Management Committee:** Monday, 11 May 2026

**Date for Next Review:** Thursday, 11 May 2028