

The Chair is to read aloud the following before the start of the meeting:

### **‘Opening Address’ for Chairs – Live Streaming**

Good *<morning/afternoon/evening>* everyone and welcome to this meeting of Gravesham Borough Council’s *<state Committee name e.g. Planning Committee>*.

I intend to go through some housekeeping matters.

This meeting is being live streamed via the council’s website and recorded; the recording will be uploaded to the Council website, within two working days, where it can be accessed by everyone.

Members, please use the microphone in front of you when talking and ensure you turn your microphone off once you have finished speaking. Another Member or officer will not be able to speak if your microphone is still on.

Please note that the Council’s visual equipment may, on some occasions, focus on or near to the public gallery area therefore those in attendance at this meeting may be filmed or recorded. Attendance at this meeting signifies your agreement to this. If as a member of the public, you do not wish to be filmed or recorded please inform a Council staff member in attendance and we will try to assist, where reasonably possible.

On hearing the fire alarm, we ask all attendees to immediately evacuate the building. Please evacuate via the nearest fire exits and make your way to the Community Square outside of the main reception doors.

Chair to read the following address the following if the agenda contains Part B, before the meeting moves into a private session:

### **‘Part B Address’ for Chairs – Live Streaming**

In accordance with Schedule 12A of the Local Government Act 1972, the meeting will now become private in order for confidential information to be considered. Therefore, I will be formally closing the meeting to the public and press as no further items will be discussed except for the confidential items listed on the agenda.

Thank you to the public for joining this meeting, the public part of this meeting has been recorded and will be available to view via the Council’s website. I now formally close the meeting to members of the public.