

Guidance for Face-to-Face council meeting 2021.

Upon arrival all Cllrs and members of the public should

- Wear masks
- Use hand sanitiser.
- Where possible check in to the venue with the NHS app attendance will be logged by the clerk as well.
- Observe social distancing rule of 2 metres where possible.
- Seating will be placed 2 metres distance so attendees should be seated immediately in the meeting room and remain seated,

Public Participation

There will be a maximum capacity for the room of 38, Members of the public are encouraged to contact the clerk and inform her of their interest in attending and the relevant agenda item. If possible, provide an electronic written statement instead of attending. If the maximum number of people is reached for the meeting room. The public will be asked to leave and stagger their attendance in line with the agenda items. If the maximum capacity is reached and will not allow the return of the public for their intended items, the agenda item will be delayed until the next available meeting.

Meeting proceedings.

Chairs, door handles and surfaces will be sanitised prior to the meeting.

Only legal required papers will be signed and used in the meeting. Cllrs will need to bring their own pen to do this. Papers will be quarantined in plastic wallets prior to the meeting and should be posted in a box to allow a quarantine period before dealing with them. No other meeting papers will be circulated. Cllrs requiring general meeting paper copies will need to bring their own copies. Electronic documents can be displayed on the projector screen if required.

Masks should be worn at all times.

Windows will remain open to allow good ventilation.

Attendees should remain seated.

Cllrs and members of public will be asked to stagger their exit to maintain social distancing when exiting the building.

The exit will be a one-way system and exit out of the fire door at the side door at the rear of the building.