

## Management of Meetings at the Village Hall post 17<sup>th</sup> May 2021

1. Should anyone show symptoms of COVID you will not be admitted to the meeting.
2. Councillors and the public must enter the hall one at a time at least 2m apart, unless they are from the same household.
3. Councillors and the public must use the hand sanitiser provided on entering the hall
4. Members of the public will be required to provide contact details or register on the NHS Track and Trace App, using the QR code provided.
5. Meetings will take place in the Main Hall with windows and doors open to allow sufficient ventilation
6. Councillors will be seated spaced 2m apart. Chairs must not be moved at any time during the meeting.
7. Face masks must be worn unless speaking to an item on the agenda
8. No papers will be circulated at the meeting – any papers that need a signature (minutes, statement of accounts etc). will be laid out on a table at the end of the meeting awaiting a signature
9. A copy of the agenda will be displayed on the entrance door to the main hall – no copies will be provided for members of the public.
10. Members of the public will be provided with seats at least 2m away from any Councillor and will need to sit at least 2m apart, unless they are from the same household.
11. Councillors and public must leave the hall one at a time at least 2m apart, unless they are from the same household.
12. The kitchen area is not to be used before, during or after the meeting.
13. The toilets will be available for use before, during or after the meeting, but The Council cannot guarantee that they are COVID secure.
14. Should the number of public wishing to attend result in there being more than the maximum number of people allowed in the main hall under the various regulations the agenda may be varied to allow for each to hear the debate on the item for which they have attended. If all members of the public attending for one particular item result in there being more than the maximum number of people allowed in the main hall the Chairman may decide to defer the item or to deal with it in such a way as to hear all the contributions. One such way of dealing with the matter is for the meeting to adjourn to the village hall car park.

**(NOTE:** the maximum number of people in the main hall (18) INCLUDES the Clerk (1), Members of the Parish Council (9) County and District Councillors (2) AND members of the public. (6)

The verbal instructions of the Clerk and/or the Chairman in respect of compliance with these guidelines, the risk assessments and/or the various Covid-19 regulations must be complied with at all times for the safety of all those attending or wishing to attend.