

NORTH CADBURY AND YARLINGTON PARISH COUNCIL

Management of Face to Face Meetings at the Village Hall

Councillors and public must enter the hall one at a time at least 2m apart, unless they are from the same household.

1. Councillors and public must use the hand sanitiser provided on entering the hall.
2. Members of the public will be required to provide contact details or register on the NHS Track and Trace App.
3. Meetings will take place in the Main Hall with windows and if possible doors open to allow sufficient ventilation.
4. The Chairman and the Clerk will be seated at tables spaced 2m apart. These tables must not be moved at any time during the meeting. Members of the Council will be seated 2m apart.
5. Face masks must be worn by everyone unless speaking to an item on the agenda.
6. No papers (apart from a contact details sheet) will be circulated at the meeting – any papers that need a signature (minutes, statement of accounts) will be signed by the Chairman and Clerk after the meeting.
7. Members of the public will be provided with seats at least 2m away from any members and will need to sit at least 2m apart, unless they are from the same household.
8. Members and public must leave the hall one at a time at least 2m apart, unless they are from the same household.
9. The kitchen area and small hall are not to be used before, during or after the meeting. Any Member or public who believes they may need a non-alcoholic drink during the meeting will be required to bring their own with them.
10. Only one toilet will be available for use before, during or after the meeting.
11. 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 are attending for one particular item then the Chairman may decide to defer the item or to deal with it in such a way as to hear all the contributions e.g. to adjourn to the village hall car park where social distancing **could** be reduced to 1.5m.

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