

## Management of Meetings

1. You must not attend the meeting if you have any Covid symptoms.
2. Members and the Public must enter the hall one at a time at least 2m apart, unless they are from the same household. Enter through the front door.
3. Members 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.
5. The meeting will take place in the Main Hall with windows open to allow sufficient ventilation (cross flow).
6. Members will be seated at individual tables spaced 2m apart. These tables must not be moved at any time during the meeting.
7. Face masks must be worn unless speaking on an item on the agenda.
8. Papers will not be circulated at the meeting – where papers must be signed, **individuals must provide their own pen and use hand sanitiser before and after signing and touching the papers.**
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 Members and will need to sit at least 2m apart, unless they are from the same household.
- 11.** Members and the Public must leave the hall one at a time at least 2m apart, unless they are from the same household. **Leave through the conservatory door.**
12. Only the Main Hall is to be used before, during or after the meeting. Any Member or the Public who believes they may need a non-alcoholic drink during the meeting will be required to bring their own with them.
13. All toilets will be available for use before, during or after the meeting.
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 (**16**), 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 under the various regulations (**16**), 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 where social distancing **could** be reduced to 1.5m. (**NOTE:** the maximum number of people in the Main Hall (**16**) INCLUDES the Clerks (**2**), Members of the Parish Council (**up to 7**), any District or County Councillors (**up to 2**) AND Members of the Public (**5**).

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 complied with at all times for the safety of all those attending or wishing to attend.

## **TO BE READ OUT AT START OF MEETING**

Covid security is the hirer's responsibility.

If anyone should appear to become ill with covid symptoms during the meeting, the hall manager must be phoned immediately and the person and all other persons must go home, self isolate and be tested within 3 days.

The hall manager will clean the hall before we attend.

Open 3 tops windows in conservatory and opposite windows in hall and leave conservatory door open.

We can use the plastic chairs and tables in the cupboard and do not need to clean these after use as we are the only users of this equipment and after 48 hours the virus dies.

We must clean window and door handles, light and heating switches and the key before we leave with the provided sanitiser (located in the kitchen).

Any rubbish we produce is to be removed to the external bin to the left of the building.