

Management of Meetings at Wookey Hole Community Hall.

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. Enter through the double doors (side entrance) and leave through the back door, ensuring closure at the end of the meeting.
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 verbal contact details or register on the NHS Track and Trace App.
5. Members will be seated at individual tables at a suitable spacing apart. These tables must not be moved at any time during the meeting.
6. Face masks are to be worn throughout the meeting unless speaking.
7. 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.**
8. No copies of the agenda will be provided for Members of the Public.
9. Members of the Public will be provided with seats suitably spaced apart.
10. Members and public must **leave the hall one at a time through the back door.**
11. There are no refreshment facilities. 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.
12. Toilets will be available for use before, during or after the meeting.
13. Should the number of Public wishing to attend result in there being more than the maximum number of people allowed in the Hall under the various regulations (18), 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 hall, the Chairman may decide to defer the item or to deal with it in such a way as to hear all the contributions (NOTE: the maximum number of people in Wookey Hole Village Hall INCLUDES the Clerks (1), Members of the Parish Council (7) AND Members of the Public (up to 10).

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.