

# THE CHARLTONS PARISH COUNCIL

## Management of Face to Face Meetings at the Reading Room

Councillors and public must enter the Reading Room 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 Reading Room with windows and if possible doors open to allow sufficient ventilation.
4. The Chair and Clerk will be seated at tables spaced 2m apart while all other Councillors will be seated individually with at least 2m spacing between them.
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, cheques) will be signed after the meeting using councillors/Clerk's own pens, whilst maintaining social distancing.
7. A copy of the agenda will be on the reverse of the contact detail sheet placed on your chair – please leave on your seat at the end of the meeting.
8. 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.
9. Members and public must enter and leave the hall one at a time at least 2m apart, unless they are from the same household.
10. The kitchen area is not to be used before, during or after the meeting. Any Member or public who believes they may need a drink during the meeting will be required to bring their own with them.
11. The disabled toilet will be available for use 'in emergencies'.
12. Should the number of public wishing to attend result in there being more than the maximum number of people allowed in the Reading Room 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 Green 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.