

# QUEENBOROUGH TOWN COUNCIL

## GUIDANCE FOR PUBLIC MEETINGS

### FOLLOWING THE LATEST GOVERNMENT ANNOUNCEMENT ON COVID-19 RESTRICTIONS IN PLACE FROM THE 21<sup>ST</sup> OF JUNE 2021

Current social distancing restrictions will result in a strict limitation placed upon the number of people admitted to the Queenborough Guildhall for the purpose of attending Town Council meetings.

Meetings shall be as short as possible to reduce the risk of transmission.

The public are invited to make written representations on issues rather than attending in person under the current social distancing restrictions, it is requested that these be sent to the Clerk by 5.00pm on the closest working day prior to the day of the meeting. For example, any person wishing to make a written representation to the meeting scheduled to take place on a Monday must submit the representation no later than 5pm on the Friday before the meeting.

Members of the press and public are invited to listen to the meeting live, joining instructions for the meeting will be added to the Queenborough Town Council website on the day of the meeting.

Members of the public that wish to attend are asked to register with the Town Clerk as early as possible but, in any event, no later than 5.00pm on the closest working day prior to the day of the meeting to secure a place. For example, any person wishing to attend a meeting scheduled to take place on a Monday must give notice no later than 5pm on the Friday before the meeting.

Any members of the public that arrives without prior booking, could be turned away due to the maximum people in attendance reached in holding the meeting safely under the current Government restrictions.

Anyone attending the Council premises will be asked to confirm that they have not tested positive for Covid-19 in the past 24 hours.

Anyone with any symptoms of coronavirus must not attend the premises.

Face coverings must be worn, when inside the building.

Using the NHS QR Code displayed scan into the premises using the NHS Test and Trace app.

Use the hand sanitiser on entering and leaving the building.

In the introduction to the meeting the Chairperson will explain the COVID-19 restrictions and guidance for attendees and at their absolute discretion the order in which the agenda will be dealt with, this will ordinarily be as the agenda.

Members of the public should not arrive until at least five minutes before the advertised meeting start time.

Public speaking items may be brought forward to allow members of the public to leave the premises, to avoid prolonged contact.