

# QUEENBOROUGH TOWN COUNCIL

## GUIDANCE FOR PUBLIC MEETINGS

**From 19 July 2021 the remaining COVID restrictions in England have been lifted. Queenborough Town council remains mindful of advice that continues to emerge. The Town Council will still implement social distancing restrictions in a way that cares for the community and safeguards health and wellbeing at Council meetings.**

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.

The public are invited to make written representations on issues rather than attending in person, 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.

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.

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.

We advise that wearing a face covering will reduce your risk and the risk of others, where you are encountering people, you do not normally meet in enclosed space. So, we ask for people to exercise their personal responsibility in remembering the value of wearing a face covering when moving around inside the building.

We advise to please use the hand sanitiser on entering and leaving the building.

In the introduction to the meeting the Chairperson will explain the current 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.