

## Management of Meetings at the Village Hall post May 2021

1. Members and public must enter the hall one at a time at least 2m apart, unless they are from the same household.
  2. Members and public must use the hand sanitiser provided on entering the hall.
  3. Members of the public will be required to provide contact details or register on the NHS Track and Trace App.
  4. Meetings will take place in the Main Hall with windows open to allow sufficient ventilation.
  5. Members will be seated at individual tables spaced 2m apart. These tables must not be moved at any time during the meeting.
  6. Face masks must be worn unless speaking to an item on the agenda.
  7. No papers will be circulated at the meeting – any papers that need a signature (minutes, statement of accounts) will be delivered to Members' homes after the meeting.
  8. 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. Digital copies can be obtained from the Clerk prior to the meeting or from the village website [www.stokestgregory.org](http://www.stokestgregory.org) 3 working days prior to the meeting. Papers must be taken home to be disposed of appropriately.
  9. 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.
  10. Members and public must leave the hall one at a time at least 2m apart unless they are from the same household.
  11. The kitchen area and Meeting Room are not to be used before, during or after the meeting. 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 and dispose of them at home.
  12. Only one person at a time should use the restroom facilities, 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 main hall under the various regulations (30), 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 (30), 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 (30) INCLUDES the Clerk (1), Members of the Parish Council (up to 9), any District or County Councillors (up to 3) AND members of the public.)

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.