

PROCEDURES FOR ATTENDING IN-PERSON PARISH COUNCIL MEETINGS

MEETINGS HELD OUTDOORS

PRIOR TO THE MEETING

Members of the Public:

Shall be asked to pre-register interest in attending meeting.

Email: the.clerk@stratfield-mortimer.gov.uk or call 0118 933 1955

ALL Attendees:

Must have received a negative Lateral Flow Device (LFD) test or Polymerase Chain Reaction (PCR) test in the 36 hour period before the meeting.

Provide their own copies of meeting documents, any other relevant papers and their own pens – NO SHARING.

If using a laptop or other device please note there is no wi-fi, phone signal is poor, and no power facilities -meeting documents should be downloaded to your device. Consider whether you can see documents on your device when outdoors.

Provide their own water/drink.

ON ARRIVAL

SMPC Staff Member:

BEFORE ANYONE ADMITTED - Check site of meeting and set up seating arrangements to comply with safety requirements (see Risk Assessment).

Put up direction signs to meeting area, if necessary.

Prepare list for taking any attendee's information.

ALL Attendees:

Face covering MUST be worn when meeting in the outdoor marquee and if entering the building, unless individual has exemption.

Enter outdoor venue in orderly manner leaving distance between individuals and queue at intervals of 2m if necessary.

All Attendees/Staff Members: Scan the QR code for NHS Test and Trace, and also give following details to **SMPC staff member** at the site:

1. Full name and contact details;
2. Confirm they do not have any Covid symptoms;
3. They have received a negative LFD test or PCR test within the last 36 hours;
4. No member of their household has tested positive within last ten days;
5. They, nor any member of their household, has been told to self-isolate.

SMPC Staff Member:

Advise attendees of:

1. Emergency fire exit routes.
2. Only one toilet is in use within the venue's building during the meeting and to use the cleaning wipes provided to clean touch points.
3. Kitchen closed apart from access to first aid kit.

DURING MEETING

All Attendees:

Remain socially distanced.

Pens, documents and other objects **MUST** not be shared with others.

Observe one way system entry to the building required.

Use hand sanitizer provided on entry and when leaving the building.

Members of Public:

May leave immediately after discussion of their item of interest.

AFTER MEETING

ALL Attendees:

Leave in orderly socially distanced manner.

Do not congregate in tight groups at the entrance/car park.

