



Easebourne Parish Council

Face to Face Meetings Guidance for Covid-19

Introduction

During the current Covid-19 pandemic a number of measures will be put in place to ensure meetings can take as safely as possible. This guidance takes Government guidelines into consideration and the available facilities for meetings. All Councillors, the Clerk and members of the public will be expected to follow the instructions provided.

Exhibiting Symptoms of Covid-19

Should any Councillor, the Clerk, or members of the public suspect they are exhibiting any Covid-19 symptoms they must not attend a Council meeting. With regards to Councillors, they will follow usual requirement to give their apologies to the Clerk. With regards to the Clerk, the Chairman will be informed, and a Councillor will be required to take the minutes of the meeting. Members of public may email or telephone the Clerk, who will present their questions or comments on their behalf.

Prior to Meetings

In order to ensure the meetings are as short as possible, but business is conducted in accordance with legislation and appropriate debate afforded, Councillors are asked to read all relevant papers prior to the meeting, and should they have any prepared questions, they are forwarded to the Clerk, who will respond with the necessary details.

Signage

Signage will be displayed at the front door, requesting that face coverings are worn, and hand sanitiser is used. A QR code will also be available. This notice will also be displayed on entrance to the upper room. Laminated notices will also be placed on chairs in the public gallery, confirming they have been sanitised. Laminated signage will also be displayed in the toilets requesting people to wash their hands.

Layout of Meeting Room (upper floor of The Refectory)

A hand sanitising station will be placed at the entrance to the meeting room.

To comply with social-distancing advice, Councillors will sit at either end of a long table or on individual small tables.

Tables and chairs will be wiped down with anti-bacteria spray prior to the meeting and at the end of the meeting.

A small number of seats will be spread out for any members of the public attending the meeting (public gallery).

Windows will be open during the meeting.

Personal Guidance for Councillors

Councillors will be required to use the anti-bacteria hand gel on entering the meeting. Councillors will be required to wear face coverings during the meeting but may remove them if they wish to make extensive comment or for drinking and will replace immediately after. Councillors must dress appropriately for the weather (taking into consideration the necessity to have open windows during the meeting). Councillors are asked to bring their own drinking water.

Members of the Public

Members of the public must use the anti-bacteria hand gel on entering the meeting, wear a mask and sit in the public gallery. Members of the public will be required to provide a name and contact telephone number on a sign-in paper (pens to be wiped following use).

Use of Toilets

Anyone using the toilets must wash their hands using the soap and paper hand towels provided.

Equipment Available at the Meeting to Support Covid-19 Safety Measures

Member of the public sign-in sheets and pens
Hand Sanitiser
Anti-Bacteria Spray
Liquid Soap and Paper Towels
Box of Masks
Anti-bacterial wipes
Blue Paper Roll
Bin Bag (for removal of used equipment, to be taken away for disposal by the Clerk)

Dissemination of Above Information

This information will be made available to Councillors by email and will be available on the Parish Council website. This information has also been shared with the person responsible for the hire of The Refectory.