

**BORDEN PARISH COUNCIL
PUBLIC MEETING GUIDANCE
MAY 2021**

Until social distancing restrictions are lifted there will be a strict limitation placed upon the number of people admitted to the Parish Hall for the purposes of attending Parish Council meetings.

The Parish Council will operate a smaller committee, called the Finance and General Purposes Committee, to approve decisions on behalf of the council during this time.

For members of the public that wish to attend they are recommended to register with the 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 Wednesday must give notice no later than 5pm on the Tuesday before the meeting. Any members of the public that arrives without prior booking could be turned away due to the maximum being reached.

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 at all times when inside the building.

In the introduction to the meeting the Chairman will explain the COVID-19 restrictions and guidance for attendees.

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

The Chairman will indicate the order in which the Agenda is to be dealt with, this will ordinarily be as the Agenda, but is at the absolute discretion of the Chairman. Public speaking items may be brought forward to allow members of the public to leave to avoid prolonged contact.

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