



LAVERSTOCK & FORD PARISH COUNCIL ANNUAL PARISH MEETING GUIDANCE

DO NOT ATTEND THE MEETING IF YOU HAVE ANY OF THE FOLLOWING SYMPTOMS: CONTINUOUS COUGH, FEVER/HIGH TEMPERATURE (37.8°C OR GREATER), LOS OF OR CHANGE IN SENSE OF SMELL OR TASTE.

PRIOR TO PARISH COUNCIL MEETING

- It is strongly recommended that all attendees take a Lateral Flow Test prior to the Parish Council Meeting. These can be ordered free of charge from <https://bit.ly/3eeZcoa>.
- To reduce the spread of Covid-19, the Parish Council will only be providing paper agendas to attendees. It is recommended that Parish Councillors and employees bring an electronic device with other necessary documents pre-loaded as there will not be internet access at the meeting. If you do not have a suitable electronic device, please make the Deputy Parish Clerk aware.

GUIDANCE FOR ATTENDANCE IN PERSON

- All attendees are required to sanitise their hands upon entrance to the building.
- **Parish Council staff** to enter the building to set up between 17.00 and 18.00. Staff to wear face masks during set up as social distancing may not be possible. Masks will be made available if required by the Parish Council.
- **Parish Councillors** to enter building between 18.15 and 18.25. Councillors to wear masks at all times when moving around the building. As social distancing of 2m+ is possible whilst seated, masks may be removed whilst seated. If councillors wish to use the facilities during the meeting, they must exit the building through the patio doors and re-enter the building using the one way system.
- Any **members of the public** wishing to attend are asked to enter under the covered patio doors and not the main entrance. We ask that members of the public enter the building from 18.25 to 18.30. Members of the public to wear a mask until seated. If members of public wish to use the facilities, they must exit through the patio doors and re-enter the building using the main doors using a one way system.
- If any members of the public wish to address the council, they are asked to contact the Parish Clerk no later than 24 hours before the meeting.
- All attendees will be required to 'check in' to the building using the QR codes at the entrances or leave contact details.