



Kings Hill Parish Council

Meeting Attendance Guidance for Members of the Public

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

The maximum number of attendees in the Townsend Hall is 78 (including councillors and staff)

The maximum number of attendees in the Jim Fry Hall is 38 (including councillors and staff)

The maximum number of attendees in the Cunningham Room is 25 (including councillors and staff)

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.

In line with the council's standing orders, attendees are not permitted to obstruct the transaction of business at a parish council meeting or behave offensively or improperly.

The chairman of the meeting can request such person(s) to moderate or improve their conduct. If this request is disregarded any councillor or the chairman of the meeting may move that the person be no longer heard or be excluded from the meeting. The motion, if seconded, shall be put to the vote without discussion.

If such a resolution is ignored, the chairman of the meeting can temporarily suspend or close the meeting.