Item 8a)

Safe Return to In-Person Meetings

**1 – Council & Community Centre Arrangements**

* Ensure Community Centre operating within the government guidance for [multi-purpose community facilities](https://www.gov.uk/government/publications/covid-19-guidance-for-the-safe-use-of-multi-purpose-community-facilities/covid-19-guidance-for-the-safe-use-of-multi-purpose-community-facilities)
	+ https://www.gov.uk/government/publications/covid-19-guidance-for-the-safe-use-of-multi-purpose-community-facilities/covid-19-guidance-for-the-safe-use-of-multi-purpose-community-facilities.
* The Council and Community Centre to identify the venue’s maximum capacity in their risk assessment, considering the need for social distancing.

At Agenda Issue Stage

* + Clear communication to attendees to ensure that they take all reasonable measures to comply with social distancing and hygiene measures.
	+ Publish on agenda guidance on social distancing.
	+ Request residents wanting to attend meeting contact Clerk.
	+ Ensure residents aware capacity is and that the council will ensure this not exceeded by only allowing 1 household member to attend.

Room Set-Up

* Provide hand sanitiser to those entering the Community Centre and making sure hand sanitiser is readily available.
* Placing seating at least 2 metres apart
* Arranging seating so people are not facing each other directly.
* Open windows and doors where possible

Before Meeting Starts

* Allocate “greeter” to ensure everyone wears face masks and is aware of social distancing rules.
* Stagger arrival times for staff, councillors, and members of the public – issue time slots if possible
* Has Community Centre an NHS QR code to support test and trace? If so, all attendees should register using that app, for those without access to the app they should register attendance in line with the venue’s test and trace procedure.
* Display an official NHS QR code poster so that attendees can ‘check in’ using the NHS COVID-19 app
* If no NHS QR code, ask everyone over the age of 16 to provide their name and contact details.
* Be prepared to cease meeting if maximum capacity exceeded.

The Meeting

* Use revised Scheme of Delegation and keep meetings to 1 hour (decisions only)
* Keep meetings as paperless as possible.
* Where papers are provided, people should be discouraged from sharing with others and asked to take the papers with them at the end of the meeting to minimise how many people handle the papers.
* Chair to keep meeting on track so 1 hour limit not exceeded.

After the Meeting

* Stagger exit times for staff, councillors, and members of the public – issue time slots if possible
* Keep contact records for 21 days and provide data to NHS Test and Trace if requested.

**2 – Scheme of Delegation**

1. To delegate to the Chair, and in his/her absence the Vice Chair, plus the Clerk decisions of the Council and payments on behalf of the Council (up to a value of £1000) between meetings provided that all such decisions and payments are reported to the next appropriate meeting of the Council.
2. All Councillors to report village matters that DCC or DDDC are responsible for to the relevant authority, either by telephone or online.
3. Dalc Circulars to be issued by email – any queries on content to be directed to Clerk who will include all Councillors in the answer/clarification.
4. Problems with Council owned assets to be raised, as they arise, to the Clerk who will contact Chair with proposed solution. Where cost of solution within limit of £1000 Clerk & Chair to action in accordance with (1).
5. To delegate to the Clerk, on behalf of the Council, decisions relating to staffing and contractor matters provided that all such decisions are reported to the next appropriate meeting of the Council.
6. Planning applications to be issued by email (or 1st class post) once a week. If a Councillor has a material objection this must be made known to the Clerk who will ensure District Council defer decision until after next meeting of Parish Council where it can be discussed.
7. Consultations to be issued by email (or 1st class post) as they are received by Clerk with comments to be raised by Councillors on individual basis. Councillor to ensure responses are annotated as follows:

“this consultation response is made by me, Councillor (insert name) as an individual Councillor and does not represent the view of the Parish Council as a whole”.