



Keswick Town Council

Meeting Attendance guidance for

Members of the Public

Until social distancing restrictions are lifted there will be a strict limitation places upon the number of people admitted to St John's Church for the purposes of attending Town Council meetings.

The maximum number of attendees at St John's Church 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 Thursday must give notice no later than 5pm on the Wednesday before the meeting. Any members of the public that arrives without prior booking could be turned away due to the maximum number (6) being reached.

All members of the public attending will be required to fill in the form with contact details for track and trace purposes.

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.

A face covering 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 no more than five minutes before the advertised meeting start time.

Members of the public should follow all instructions from staff at all times.

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 Town 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.