

**Godshill Parish Council**  
**Return to Face to Face Meetings Protocol**  
**Adopted June 2021**

## **1.0 Background**

- 1.1 The legislation<sup>1</sup> permitting remote/virtual meetings of Godshill Parish Council came to an end at midnight on 6<sup>th</sup> May 2021. All council meetings held on, or after 7<sup>th</sup> May, must therefore return to a face-to-face format.
- 1.2 This document details the format and processes required to enable meetings of the Council to take place in a face-to-face format, in order to enable the business of the Council to be transacted, whilst also ensuring strict adherence to Covid-19 guidance and keeping the risk of transmission of the virus to a minimum.
- 1.3 A Covid-19 risk assessment has been undertaken which has informed this protocol.

## **2.0 Venue**

- 2.1 All meetings of the Council will take place at the Godshill Village Hall, Woodgreen Road, Godshill SP6 2LW.
- 2.2 Godshill Village Hall is designated as a Covid-19 Secure venue. As such, larger groups are permitted to meet subject to adherence to Covid-19 Secure guidelines which are detailed in this protocol.

## **3.0 Layout**

- 3.1 The Hall will be laid out in a U-shape with the tables in front of the stage allowing access to the Emergency Exit side doors. As it is not possible for councillor seats to be at 2 metres distance, Covid-19 Secure venues are permitted to enable seating at 1 metre, provided mitigating measures are in place. **All persons** (except those with an exemption) are required to wear a face covering in a community building; therefore, 1 meter spacing is acceptable in these circumstances.
- 3.2 The detailed layout may be adapted for the size of individual meetings, but the principals above will remain the same.

## **4.0 Before the meeting**

- 4.1 Upon entering the building from the front door, Councillors, the officer and members of the public should use the automatic hand sanitising dispenser available inside the entrance.

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<sup>1</sup> The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations

- 4.2 Councillors, the officer and members of the public are asked to use the Godshill Parish Council QR Code to register their attendance at the venue for NHS Track and Trace purposes. Those persons unable to use this facility should make their name and address known to the officer in attendance, who will keep the details on file for 21 days in line with Track and Trace guidelines, after which the details will be securely destroyed.
- 4.3 Councillors are asked to arrive in a staggered way keeping their distance within the building. Each councillor will be asked to take their seat, which will be named, in a methodical order.
- 4.4 Members of the public wishing to attend will be admitted to the Hall by the officer. If the meeting reaches attendance capacity, no further entry will be permitted. Members of the public unable to attend the meeting are able to submit written questions or statements in advance of the meeting to the Clerk provided they are received by 12 noon on the day of the meeting.

## **5.0 During the meeting**

- 5.1 All persons attending the meeting must remain seated and must not move any of the furniture.
- 5.2 **Face coverings** must be always worn (except with an exemption).
- 5.3 Agenda and report documents should be accessed electronically to reduce the need to handle paper. Members **should not share** their documentation with others, to reduce risk of transmission of the virus.

## **6.0 After the meeting**

- 6.1 Members of the public will be asked to leave first, maintaining social distancing requirements, via the side doors. Members of the public should immediately disperse once outside the building.
- 6.2 When members of the public have left the building, Councillors will be asked to leave via the side doors and should immediately disperse once outside the building.
- 6.3 Members must take any meeting documentation home with them and leave nothing on site.
- 6.4 All attendees should sanitise their hands using the units available upon exit.

## **7.0 General Guidance**

- 7.1 There will be no tea or coffee making facilities – any person wishing to have refreshments, should bring them for their sole use. All containers must be taken away at the end of the meeting.

- 7.2 Those attendees wishing to use toilet facilities will leave the hall and return to their seat via the same route.
- 7.3 All persons must use the hand sanitiser before re-entering the hall.
- 7.4 Attendees must not mingle or congregate – if a queue does form whilst awaiting entry to the hall, members must stand at 2 metres socially distanced.
- 7.5 All attendees should dress appropriately for the weather conditions of the evening – windows and doors will be open to ensure adequate ventilation of the room and building.