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**Nuthurst Parish Council meeting, 7.30pm on 23 June 2021
Mannings Heath Village Hall**

These guidelines for the safe conduct of the meeting have been drawn up following advice from the National Association of Local Councils. The aim is to limit any possible spread of the Covid infection that is currently giving cause for concern.

- 1. Councillors will meet face to face and observe all safety restrictions noted below.**
- 2. Residents are encouraged to send any comments or questions to the Clerk prior to the meeting, rather than attend in person. The Clerk will read out the comments/questions and contact you shortly after the meeting with feedback.**
- 3. A limited number of residents may attend the meeting on a first come first served basis. Please apply to the Clerk for a booked seat. There will be 21 seats available and it is possible that some people may not be able to attend if the numbers applying exceed 21.**
- 4. No one should attend the meeting if they or anyone in the household has Covid symptoms or a positive test result, even if symptom free. If you develop Covid symptoms or have a positive test result within two days of attending the meeting please contact the Clerk on 01403 784985 and contact NHS Test, Track and Trace.**
- 5. On entering the hall to attend the Parish Council meeting please scan the QR barcode in the entrance so that NHS Test, Track and Trace can contact you if necessary. Please also sanitise your hands and wear a mask throughout the meeting. It is possible that mask-wearing may result in difficulties hearing all that is said.**
- 6. Please maintain a 1 metre plus distance from other people and do not move the chairs that have been spaced out carefully. Please do not close windows or doors as these must remain open to provide free airflow.**
- 7. The village hall does not have an internet connection. Unfortunately, the Parish Council cannot do what it would like to do, and stream the meeting so residents can attend the meeting remotely. In lieu, an audio recording of the meeting can be obtained on request from the Clerk shortly after the meeting.**

**Thank you for complying with these arrangements and we apologise for any inconveniences.
However, people's safety must be our priority**