COMMITTEE & BOARD MEETINGS
DO'S & DON'TS

All attending the meeting must adhere to the guidance that has been set by the government and the council to keep all attending any meetings within a council building safe

- All attending any meeting must sign in at the main reception.
- Turn up on time so you can be seated whilst adhering to social distancing guidance.
- Stay in your designated seat during the meeting.
- You must wear a face covering whenever you are not in your seat (unless exempt).
- Do not stand and talk in walk ways.
- You must adhere to the one way system that is in place.
- You must adhere to the social distancing guidance at all times.
- Use the hand sanitizer that is placed at the entrance and the exit of the meeting room.
- Where possible use electronic agenda packs.
- Bring your own refreshments.

Note:
Best endeavours have been taken to manage committee business from the outset to prevent a meeting running over the prescribed 1.5 hour guidance. If it becomes apparent that debate is going to exceed this then an adjournment of proceedings will be called by the Chair at an appropriate point. All attending the meeting must vacate the meeting room to enable further ventilation and cleaning. Participants must return to their original seat.