

Council Meetings conducted after 7 May 2021

Measures under which all meetings of the Council will be conducted after 7 May 2021 to comply with coronavirus regulations and/or guidance in place at the time.

As it is necessary to maintain social distancing to limit the spread of infection the way meetings are conducted will change. This page summarises the process. If you have any questions, please contact the Council Offices.

Attending Meetings all Participants

- All meetings of the Council will be held in the MG Suite, Council Offices, Waghorn Road, Snodland, Kent. ME6 5BQ. Entry to the MG Suite is via the Black metal staircase. Entry through the Council building will not be permitted.
- To help contain the virus, Members of the public (including anyone exercising a right to speak) are encouraged to participate remotely via MS Teams if possible. The link is available on the Town Council Website.
- Any members of the public wishing to attend in person should contact the council offices in advance to ensure that there is capacity within the meeting room. Prior notification on a "first come first served" basis for entry will be adopted to reserve a space.
- Doors and windows will remain open throughout all meetings to ensure circulation of fresh air. Attendees are advised to dress appropriately.
- All participants are required to wear face coverings when not speaking at meetings.
- Hand sanitiser will be available at entrances.
- All attendees must have the Test and Trace app and scan the QR code at the entrance to the building/meeting room. Alternatively for attendees without a smart phone or similar, they should register their details with the member of staff at the entrance.
- The toilet facilities will be open but may be used by only one person at a time.
- Refreshments will not be available, and all participants are advised to bring their own water or other refreshments.

Additional Councillor only information

- Councillors can remove their face coverings once seated and the meeting is convened.
- Councillor attendance register will be completed by the CEO.
- All items relating to the agenda will be shown on the screen. If Councillors require paper copies, please advise the office in advance of the meeting.
- Councillors who do not attend in person and continue to join remotely, will not be entitled to cast any vote at the meeting. They will be able to participate in any debate taking place.

Anyone with covid symptoms should not come to the Council offices.

Thank you for your assistance