

TERRINGTON PARISH COUNCIL

Minutes of a Council Meeting held under delegated powers at Smithy House on Friday 15 September 2020 at 10:30.

Present : Cllr Winning (Chair), Cllr Barnett (Acting Clerk and RFO)

Public : no members of the public were present

In view of Government advice regarding social distancing during the Covid 19 lockdown and the decision at the TPC meeting on 20 March 2020 to devolve decision making power to Cllr. Barnett (Acting Clerk) and Cllr Winning (Chair) the caucus was held in Cllr Barnett's patio with over two metres distance between both those present.

The purpose of the meeting was to consider arrangements of the full council meeting planned for 19:30 the same evening and to review the agenda.

ARRANGEMENTS

Cllr Winning informed the meeting that he had reviewed guidance from the NALC, YLCA and the government website (CORONAVIRUS (COVID-19) : MEETING WITH OTHERS SAFELY) together with the revised terms of use for Terrington Village Hall provided by the Chair of the Village Hall committee.

Cllr Winning noted that :

Terrington Village Hall is a Covid secure facility

YLCA advise preparation and approval of a risk assessment if a face to face council meeting is to be held

Cllr Winning tables a Risk Assessment that he had prepared for the meeting and this was briefly considered. **

It was agreed that Cllr Winning would set up the hall for the meeting and that Cllr Barnett would welcome people to the meeting and emphasise the protocols in place for the meeting (see attached).

AGENDA: The agenda was reviewed and left unaltered.

Meeting finished at 11:50.

** Cllr Barnett to review the risk assessment in detail post meeting.

** Cllr Barnett reviewed the risk assessment in details and agreed it. To this end Cllr Barnett prepared two notes expanding the risk assessment into practical actions needed –

PROTOCOLS FOR TERRINGTON PARISH COUNCIL MEETING

15 SEPTEMBER 2020

Please put on a mask before entering the hall and wear it continuously until you leave the hall.

Please provide your details on the form provided so that you can be contacted if needed by the [NHS Test and Trace programme](#) .

On entry to the hall please proceed directly to the toilets, wash your hands thoroughly and then proceed directly to an appropriate seat.

Seats will be placed a minimum of 2 metres apart in all directions. Please do not move your seat, unless it is to be closer to a member of your household. If you do move your seat please ensure that it remains at least 2 metres from anyone else who is not a member of your household.

Please remain in your seat until leaving the meeting (exception - visiting the toilets)

If you wish to speak raise your hand. The Chair will acknowledge this and ask for your comments as soon as he feels appropriate.

Please do not leave your seat to socialise, before during or after the meeting.

When the meeting concludes please proceed directly to exit the hall.

CORONAVIRUS – MEETING ACTIONS BY CHAIR / CLERK

Prepare hall by

Laying out all chairs 2 metres apart

Wiping all surfaces with sanitizer - chairs, door handles, light switches, toilet seats and taps

Clerk to welcome attendees, run through the meeting protocols and hand a copy of these to attendees

Clerk to ask anyone whose contact details are not known to fill in a contact form for possible NHS Test and Trace use.

Chair to commence meeting with a reminder of the protocols and to ask that anyone feeling unwell or developing a repeated cough or sneeze leaves the hall.

Chair to ask that anyone developing symptoms within 14 days following the meeting contact the Clerk so that NHS test and Trace can be notified.

CORONAVIRUS (COVID-19) : MEETING WITH OTHERS SAFELY

Updated 14.09.20

It is critical that everybody observes the following key behaviours:

- HANDS - Wash your hands regularly and for 20 seconds.
- FACE - Wear a face covering in indoor settings where social distancing may be difficult, and where you will come into contact with people you do not normally meet.
- SPACE - Stay 2 metres apart from people you do not live with where possible, or 1 metre with extra precautions in place (such as wearing face coverings or increasing ventilation indoors).

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1. Social distancing

To reduce the risk of catching or spreading coronavirus, try to keep at least 2 metres away from people you do not live with. Social distancing is essential to stop the spread of the virus, as it is more likely to spread when people are close together. An infected person can pass on the virus even if they do not have any symptoms, through talking, breathing, coughing or sneezing.

When with people you do not live with, you should also avoid: physical contact; being close and face-to-face; and shouting or singing close to them. You should also avoid crowded areas with lots of people; and touching things that other people have touched.

Where you cannot stay 2 metres apart you should stay more than 1 metre apart, as well as taking extra steps to stay safe. For example:

- [wear a face covering](#): on public transport and in many indoor spaces, you must wear a face covering by law, unless you are exempt
- move outdoors, where it is safer and there is more space
- if indoors, make sure rooms are well ventilated by keeping windows and doors open

You do not need to socially distance from anyone in your household, meaning the people you live with. You also do not need to socially distance from someone you're in an established relationship with, or anyone in your legally-permitted [support bubble](#) if you are in one.

It may not always be possible or practicable to maintain social distancing when providing care to a young child, or person with a disability or health condition. You should still limit close contact as much as possible when providing these types of care, and take other precautions such as washing hands and opening windows for ventilation.

2. Seeing friends and family

Deleted – not directly relevant

3. Rules in other venues and activities

As well as the exemptions above, venues following [COVID-19 secure guidelines](#) will be able to continue to host more people in total - such as religious services in places of worship - but no one should mix in a group of greater than 6. This includes places like a pub, shop, leisure venue, restaurant or place of worship. When you visit one of these places you should:

- follow the limits on the number of other people you should meet with as a group - no more than six people unless you all live together (or are in the same support bubble)
- avoid social interaction with anyone outside the group you are with, even if you see other people you know
- provide your contact details to the organiser so that you can be contacted if needed by the [NHS Test and Trace programme](#)