

Advice for Parishioners attending Thornham Parish Council meetings

This advice sheet was written to encourage people to attend face to face meetings now that we can no longer meet 'remotely', knowing that it is safe to do and with information to make the process easier for everyone.

Below is the Risk Assessment Policy/Practice Guide that council has agreed and which has been accepted by TVHPF Trustees. Underneath each bullet point is an additional note in red to help you know what to do. Thank you for your support and understanding, we look forward to seeing you.

TPC Policy/Practice

- Attendees, whether councillors summoned to meeting or parishioners voluntarily attending, are requested to advise of their planned attendance in advance. NB Dates and times of Meetings notified well in advance of meeting
Meetings noted on web-site and Notice-board by Millenium bus shelter. Phone or e-mail Colin 512315 or colinvenes@btinternet.com or the Clerk, Sarah, 01553 636499 or 07899 994070 or thornhampc@gmail.com if you plan to attend. If large numbers arrive without having alerted us some people may have to sit outside the hall on the verandah.
- Attendees will be sent safety guidance notes in advance of meeting
Contact Colin or the Clerk as above and you will be sent a copy of this information.
- Temperature checks on all attendees on way into meeting
As at Cinema and Live by Satellite a hand scanner can take your temperature, with your permission, from a short distance away
- Attendees scan the QR code and a record of all attendees with contact details will be taken
If you do not have a smart phone your phone number or e-mail address will be taken manually as you enter. Records are destroyed after 28 days.
- People will be reminded of pinch points eg toilets and the need to socially distance wherever possible
Someone will be on duty to greet you and remind you of the safety protocols. There will be a one way system for entrance/exit.
- Chairs for audience will be spread at least one metre and preferably two metres apart
Knowing who is likely to attend will make setting up easier. You will not be asked to help clear away at the end.
- Council and Clerk will be seated at tables at least one metre, preferably two metres, apart
- Face masks to be worn when moving around the hall
Please bring your own mask, we will provide hand sanitiser at the entrance.
- Windows and/or doors to be open if possible (weather dependent). In adverse conditions possible short period, ie 5/10 minutes, opening every hour
Consider wearing an extra layer if the weather is cool in view of door/window opening.
- At close of meeting attendees to be asked to maintain social distancing until outside the building and to exit via the double doors in middle of main hall and on to the field