

TYSOE PARISH COUNCIL

WELCOME TO MEMBERS OF THE PUBLIC



Outline of Meeting Procedure – with Covid-19 Update

1. Members of the public are entitled, and welcome, to attend all meetings of the Parish Council.

Tysoe Parish Council have taken guidance from Warwickshire Association of Local Councils (WALC) on the resumption of in-person meetings before the lifting of restrictions expected on the 21 June. Meetings between the dates 7 May and 21 June will be run for emergency business only and on the basis of the Rule of 6 (that is six members of the public who have provided their names to the Parish Clerk in advance of the meeting are welcome to attend. By requesting attendance it is presumed that you have no symptoms of Coronavirus and that you have not recently returned from an Amber or Red Country without fulfilling the quarantine period).

Members of Tysoe Parish Council, including the Parish Clerk are not included in the Rule of 6 (as considered a body corporate).

Meetings will be held in the Main Hall of the Village Hall. Members of the public are welcome to listen to the meeting via Zoom (note that it is no longer lawful for meetings to be carried out remotely so questions and comments via Zoom are no longer allowed).

Tysoe Village Hall and Tysoe Parish Council have conducted a thorough risk assessment of the premises and ALL attendees must adhere to the following procedures when attending a Parish Council Meeting:

- *Enter only via the front entrance and exit only using the side doors*
- *Use the automatic hand sanitisers located at the entrance and exits before and after activity, disposing of waste in the pedal bins provided*
- *Register on entry using the QR codes located on the front door and entrance lobby and/or provide a written copy of your name and contact details to the Parish Clerk.*
- *Follow the one-way system when using and moving through the hall, maintaining social distancing at all times.*
- *Masks are to be worn when moving around the hall unless you have a medical exemption. You may remove your mask whilst seated. Do not move your seat or table from its position.*

Please note that the village hall will be well ventilated using the windows and/or doors and that toilets will be open, subject a limit of 2 persons using those facilities at any one time (1 in the disabled/family room toilet).

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2. Meetings are managed in accordance with the requirements of the law and the Parish Council's Standing Orders (available on our website www.tysoe.org.uk or from the Parish Council office).
3. The Chairman of the Parish Council will normally preside and will decide any question about the meeting's procedure.
4. During the 15-minute **Open Forum** (if tabled on the agenda) the public are permitted to speak for a maximum of 3 minutes per person and possibly at other times by invitation of the Chairman. Please stand and speak loudly and clearly. At other times you are expected to remain quiet to allow for effective and unimpeded conduct of the business of the meeting.
5. Members of the public who interrupt the proceedings of the meeting may be asked to leave, and the Chairman may adjourn the meeting to resume order.
6. All persons attending meetings of the Parish Council are expected to conduct themselves in an orderly way and treat each other with civility and respect.
7. A recording of the meeting may be made. The Parish Clerk can use audio or video recordings to aid the production of accurate draft minutes. These recordings are destroyed thereafter.
8. If the Parish Council decides to consider an item in confidential session, members of the public will be required to leave the meeting. Usually this is to consider items where public knowledge would prejudice fair process such as matters relating to staff issues e.g. salaries and contracts, or legal matters.
9. Recording of the meeting during any confidential session is not allowed.
10. Please ensure mobile phones are switched off or switched to silent.

If you wish to contact the office of the Parish Council –

Email: parish.clerk@tysoe.org.uk

Phone: 07938 633352

Tysoe Parish Council meet at Tysoe Village Hall in the McNulty Room. See the Parish Council noticeboard, Tysoe & District Record & www.tysoe.org.uk for the meeting schedule.