

WELCOME TO MEMBERS OF THE PUBLIC

Outline of Meeting Procedure

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

Newbold Pacey & Ashorne Parish Council have taken guidance from Warwickshire Association of Local Councils (WALC) on the resumption of in-person meetings

Meetings will be held in the Main Hall of the Village Hall. Ashorne Village Hall Committee and Newbold Pacey & Ashorne 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:

- *Use the hand sanitisers located at the entrance before and after activity*
- *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.*
- *Maintain a social distance from people from outside your own household.*
- *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).

2. Meetings are managed in accordance with the requirements of the law and the Parish Council's Standing Orders (available on our website www.npapc.co.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** 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 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: npapcclerk@gmail.com
Newbold Pacey & Ashorne Parish Council meet at Ashorne Village Hall bi-monthly.
See the Parish Council noticeboard and www.npapc.co.uk for the meeting schedule.