

# Biddulph Town Council



## Guidance for Face-to-Face Meetings June 2021

In April 2020, the legislation introduced by the Government to manage the Covid-19 pandemic included allowing councils to meet and make decisions using technical solutions such as meetings held via the internet.

Biddulph Town Council used the legislation to ensure that the Covid-19 pandemic had minimum impact on transparent and effective decision-making by using the Zoom platform to hold meetings; these were accessible to Councillors and the public from the safety of their own homes.

As the country emerges from lockdowns, Biddulph Town Council is keen to ensure that face-to-face meetings can return. However, this must be done as safely as possible.

Please read the following guidance in order to protect yourself and those around you.

Meetings must be held only where necessary:

- **Councillors:** Only Councillors who can vote should attend. A Zoom link will be provided for Councillors who are unable to attend, so that the meeting can be viewed. The meeting will also be made available on-line.
- **Public participation:** If you would like to attend a meeting, please get in touch as we will operate a **named attendee list**.  
Any member of the public has the opportunity to raise issues of concern at the Biddulph Town Council Meetings.

If you wish to ask a question or make an address at a meeting of Council, you will need to give notice. You can do this by delivering the question or address in writing or by email to the Chief Officer:

Mrs Sarah Haydon  
Biddulph Town Council  
Town Hall High Street  
Biddulph  
ST8 6AR

Email: [office@biddulph-tc.gov.uk](mailto:office@biddulph-tc.gov.uk)

Telephone: 01782 498480



**Biddulph Town Council**  
Town Hall, High Street, Biddulph, Staffordshire Moorlands ST8 6AR

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## Procedure on the Day of the Meeting

- Please arrive **15 minutes** before the meeting and make yourself known to one of the officers so that we can check that you have booked a place and show you to your seat. You may only leave your seat if you require fresh air or a convenience break.
- Please consider taking a lateral flow test before attending the meeting; this will help to keep you and others safe. If anyone has COVID symptoms with a new continuous cough or a high temperature, they should not attend any meetings until after a safe quarantine period has elapsed.
- You will notice that there is additional signage within the Town Hall. Please take some time to ensure you are following the required instructions.
- Screens and barriers are in place to support social distancing.
- Windows and doors will remain open, to allow sufficient ventilation.
- Please bring your own paper and other writing material.
- It may be some time since you met with colleagues or other members of the public; please bear in mind that social distancing restrictions are still in place.
- You will be required to wear a mask throughout the meeting unless you are speaking or exempt. This will include on entry and exit from the building.
- We do normally provide tea and coffee but due to restrictions please bring your own beverage.
- Councillors will be provided with a face mask (including instructions for disposal), a mini-hand sanitiser and a packet of tissues on entry.



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