

## **ROTHBURY PARISH ANNUAL ASSEMBLY**

A chance to have **YOUR** voice heard

Wednesday 12<sup>th</sup> May 2021 at 7pm

To be held in the Jubilee Hall Rothbury

Please see Risk Assessment attached

### **AGENDA**

1/21 Apologies for Absence

2/21 Minutes of Previous Meeting held 24<sup>th</sup> April 2019

3/21 Matters arising from previous meeting held Thursday 24<sup>th</sup> April 2019

4/21 Chairman's Report

5/21 Public Participation

6/21 Any Other Business

Jeff Sutton, Rothbury Parish Council Chairman

22nd April 2021

**ROTHBURY PARISH COUNCIL**  
**RISK ASSESSMENT FOR RESUMING FACE-TO-FACE MEETINGS**

<b>Risk</b>	<b>Description of Risk</b>	<b>Mitigation Measures</b>
1.Room Set up and Dismantling	Transmission from setting out the chairs to hold the meeting.	Chairs and surfaces, eg door handles to be sanitised after use – members to sanitise their own chairs; Clerk/Chairman to undertake sanitisation on other areas. Chairs to be set out in horseshoe shape to avoid people facing each other. No tables to be used
2. Entering and leaving meeting	Close proximity to other members and the public entering and leaving the meeting and contact with doors.	Members to enter the meeting and leave in an orderly socially distanced way. Hands to be sanitised on arrival. Controlled, socially distanced, one by one, entry by other attendees.
3. Meeting Environment	Transmission through air and touch.	Socially distanced seating arrangement.  Windows and doors to be left open to facilitate the free flow of air though the meeting room.
5. Conduct of Meeting	Transfer through touch and air	Members and public to remain socially distanced at all times.  Wearing of masks except when speaking.  Shouting to be avoided.  The circulation of paper documents to be suspended.
6. Wider Issues	Members do not feel safe attending face to face meetings.	Members to stand when addressing the meeting so their voices will carry better.  Need to keep meeting “moving” so it does not last longer than necessary.
	Track & trace	Contact details of any members of the public attending to be taken.

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Risk Assessment for Face to Face meetings  
May 2021

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