

## CURRENT COVID RISK ASSESSMENT: MEETINGS

LOCATION: TOWN HALL

ACTIVITY/FUNCTION: MEETINGS

DATE (RE)ASSESSED: 19.7.21

Persons at risk	Controls in place	Current overall exposure risk (High/Med/Low)	Additional controls required	Date additional control in place	Notes
<p>Members Staff Public Press</p>	<p>Face-to-face Council/Committee meetings suspended until 6.9.21. The Clerk has general delegated authority until 31.8.21</p> <p>Staff will not be asked to attend 'in person' meetings unless they are considered to be necessary and/or their presence is considered to be essential.</p>	<p>Chamber: Med-High (<i>if face coverings removed</i>)</p> <p>Comm Centre: Med</p>			<p>Local Council have a statutory obligation to hold at least 4 Council meetings a year. As at 1.7.21 RTC has held two.</p> <p>NALC recommends that, to minimise the number of 'in person' meetings held, councils should use their power to delegate decision making to officers and, at any 'in person' <b>indoor</b> meetings:</p> <p>Provide sanitiser; ventilate the venue; avoid distributing papers; maintain social distancing and one-way systems; comply with any venue requirements; consider livestreaming the meeting</p>

				<p>to help minimise public attendance to view the proceedings. If participants wish to speak unmasked, at 'in person' Council/Committee meetings it will be desirable to use premises larger than the Chamber for the duration of the 'Third Wave'.</p> <p>The outcome of the Government's consultation on local authorities and remote meetings is awaited.</p> <p>No Annual Town Meeting has been held thus far in 2021. (It should normally be held annually 1 March-1 June.)</p>
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**Current Guidelines for attending Council/Committee meetings (attached to agendas)**

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