

Teston Parish Council

7th October 2021

Teston Parish Councillors are summoned and members of the public and the press are invited to attend the next meeting of Teston Parish Council that will take place on 12th October 2021 starting at 7.45 p.m. at Teston Village Hall.



Michelle Tatton

Clerk

In the interests of transparency, all Parish Councillors declare that that they have an interest in (a) Ash Tree Corner, Courtlands Verge and the Allotments, as the Parish Council owns the land; (b) the Village Green and Village Hall as Custodian Trustees; (c) Teston Land Conservation Trust Matters as they are Trustees; (d) Teston Village Stores CIC as they are Directors of the CIC; d) Cllr Douglass, Cllr Owens, Cllr Miss Page and Cllr Mrs Wheat have an interest as members of Teston Village Hall Management Committee; and e) Cllr Burgon, Cllr Owens, Cllr Miss Page, and Cllr Mrs Wheat have an interest as members of the Parochial Church Council.

IMPORTANT: Please note that while Covid restrictions have been relaxed, social distancing measures will remain in the Hall for the time being and this may impact on the number of residents able to attend. We expect to be able to allow up to 10 members of the public but the Chairman may exercise discretion to exclude entry above or just below that number. Please refer to the separate notice displayed on the notice board and reproduced at the end of this Agenda for ease of reference for those viewing the Agenda on our website.

Your attention is drawn to the Parish Council's Standing Orders on the Photographing, Recording, Filming or Broadcasting of Teston Parish Council Meetings. The policy will be displayed at each Parish Council meeting. A copy of the policy is also available upon request from the Clerk using the contact details on the final page of the Agenda.

21/103	Declarations of Interest and Dispensations
21/104	To receive and agree apologies for absence
21/105	Broadband Facilities at Teston Village Hall: to consider financial support and related arrangements

‘Date of next regular meeting of the Council – 7.30p.m. on 30th November 2021 at Teston Village Hall

Teston Parish Council

PLEASE NOTE

Government rules now require Parish Councils meetings to take place face-to-face, rather than the interim “remote” arrangements that have applied over the past year.

As usual, the agenda will be placed on this noticeboard a few days before that date.

While Covid restrictions have been relaxed, social distancing measures will remain in the Hall for the time being and this may impact on the number of residents able to attend. We expect to be able to allow up to 10 members of the public but the Chairman may exercise discretion to exclude entry above or just below that number.

We will continue to take certain steps to mitigate residual COVID-related risks. These are:

1. A COVID-19 risk assessment has been completed – and please see below the Parish Council’s assessment.
2. If you or anyone in your household has had COVID-19 symptoms in the last 10 days, you must not attend this meeting.
3. If you or anyone in your household develops COVID-19 symptoms within 7 days of attending the meeting, you must use the Test, Track and Trace system to alert others with whom you or they have been in contact.
4. Before the meeting, tables and chairs will be laid out and they and door handles etc will be cleaned.
5. On entry, every person must wear a mask, unless exempt.:
 - a. either scan the NHS QR code using their NHS COVID-19 app or provide name and contact details on the sheet that will be provided at the entrance (and retained by the Parish Council for 21 days; and
 - b. use the hand sanitiser provided at the entrance.
6. Masks must be worn while inside the Village Hall. Seats & Tables for Parish Councillors and Clerk will be laid out in a manner to preserve 2 metres social-distance.
7. Seats for public use will be provided, but, again, spaced to preserve social-distance. Those seats must not be moved closer to other seats.
8. Given our ongoing social-distancing requirements and the need to facilitate entry & exit, the capacity for public seating will be very restricted. That limit is likely to be around 10, which is normally more than enough. However, should more members of the public seek to attend, they will have to be refused entry. As indicated above, the Chairman may exercise discretion to exclude entry above or just below that number.
9. Ventilation will be enhanced by the opening of some or all windows and leaving the entrance door open.
10. Use of toilet facilities will not be encouraged.
11. The Parish Council meeting will be kept to a short duration, to mitigate risks.

Mrs Michelle Tatton, Clerk

Updated 21st July 2021

Teston Parish Council

Risk Assessment for Parish Council meeting

Government guidelines require a risk assessment to be completed before the meeting takes place and that is laid out below.

	Risk	Mitigation
1.	Contaminated tables, chairs, door handles etc	Parish Council arranges cleansing of all such surfaces before the meeting and no soft chairs used. Attendees encouraged to sanitise hands on entry and to limit movement around the hall. Touch points to be wiped down after the meeting.
2.	Social-distancing or other mitigation measures, as laid out in the sheet above enforced.	Notices stating the various measures laid out on each seat in the Village Hall.
3.	Any (would-be) attendees refuse to abide by social-distancing or other mitigation measures, as laid out in the sheet above.	Chairman asks the relevant persons to leave the Village Hall and, if they refuse, closes the meeting and requires the Village Hall to be vacated.
4.	Use of main entrance door, only.	Social-distancing is enforced on entry and exit by Chairman and/or Clerk.
5.	Use of toilet facilities.	To be discouraged by the Chairman, but, if absolutely necessary, social-distancing preserved during access to & from the rear lobby and use of hand cleanser required on re-entering the main hall.
6.	Incomplete information for Test and Trace	Attendees encouraged to scan the QR code on arrival. As an alternative, the Clerk will collect contact information from each attendee which will be held securely for 21 days.

Mrs Michelle Tatton, Clerk

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