

# Penistone Town Council's Face to Face Meeting Guide.

On entering the community centre for a council meeting, please kindly adhere to the following instructions -:

**MEMBERS OF THE PUBLIC MAY BE ASKED TO SIT IN OTHER ROOMS OR OTHER AREAS IF THE CAPACITY OF THE HALL BECOMES FULL IN RELATION TO SOCIAL DISTANCING.**

- Please bring your own refreshments, papers and stationary. No papers will be available on the night. This is to reduce contact. For the interim period these will be posted out to you.
- If you are staying to the planning meeting please make sure you have looked through the plans before the meeting as these won't be available to look at on the night. If you do have access to a tablet/laptop etc you are more than welcome to bring these along to assist.
- On arrival please sanitise and sign in (by scanning the barcode or manually using the form) in the entrance hall.
- Masks to be worn on entry and when moving around the building.
- Start filling seats from the back of the hall. (Left if you are staying to the planning meeting, right if you are leaving straight after the Council meeting).
- Members of the public are to be seated at the back of the hall in front of the IT room/bar.
- Once seated please try to remain in your seat. Please kindly do not get up to talk to people.
- When leaving please leave in an orderly fashion as to not pass other councillors and members of the public unnecessarily in order to maintain social distancing.
- Please sanitise once again on exiting the building and sign out.

## Thanks for your cooperation.