

BOXFORD PARISH COUNCIL

To: All Members of Boxford Parish Council

You are required to attend an Extraordinary meeting of Boxford Parish Council on **Tuesday 22nd June 2021 at 7pm St Andrews Church, Boxford**

**Parishioners are welcome to attend, to maintain social distancing however, we do need to manage numbers - please contact the clerk in advance to book a seat.
Parishcouncil@boxford.org.uk**

Please ensure you have read the attached risk assessment prior to attending

The following business will be transacted:

Matters Arising

1. To review the initial feasibility paper for Houlders Meadow and consider if the Parish Council would like to be involved as partners in the project to create a Local Nature Reserve and if so, agree extent of involvement.
2. If agreed, formulate sub-committee to represent the Parish Council in negotiations going forward.

Signed: *S Youldon*

Boxford Parish Council Clerk 15th June 2021

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Risk Assessment

Boxford Parish Council Meeting – St Andrew’s Church, Boxford

Assessment Date: 15th June 2021

Revisit Due: July 2021 Meeting

Resources Used: Government guidelines as updated 30 th March 2021, read and understood. NALC meeting guidance and West Berkshire Council return to face-to-face meeting training attended and guidance read and understood. Society of Local Council Clerks return to face-to-face webinar attended. St Andrew’s Church guidelines reviewed.			
Planning: Clerk to share risk assessment with the Councillors in advance. Councillors reminded that they should not attend if they are suffering with Covid-19 symptoms or are self-isolating.			
Assessing the Risk & The Requirement for the Meeting to Take Place	<p>Following the end of the emergency legislation on the 7th May allowing Parish Council meetings to be held remotely, it is deemed necessary for Boxford Parish Council to meet face to face to review and agree response to time critical proposal.</p> <p>The Parish Council has carefully considered the risks and the actions it can take to minimise those risks.</p> <p>On the grounds of health and safety the Parish Council do reserve the right to turn away parishioners from the meeting if social distancing cannot be maintained and the Church is at capacity. Parishioners have been encouraged to contact the Clerk to advise of their intention to attend the meeting. Should numbers look to be in excess of what we can manage in person, alternative arrangements can take place last minute to move the meeting outside. No Wi-Fi is available in the Church, so online access not offered</p>		
Risk	Considerations	Action Required	Risk After Action
Contracting virus from surfaces	Entry & Exit	Attendees to enter through the front door. Clerk to leave door open – no contact required.	
	Table & Chairs	The Church will be clean ready for use on arrival. Clerk/Councillors to wipe down tables, door handles and chairs after meeting with supplied spray. All attendees to use hand sanitiser on arrival and on exit - fixed on wall	
	Signage	Church Covid signage already in place.	
	Paperwork / Stationary	Councillors to bring paperwork with them. No document needing to be signed. No sharing of pens or other equipment.	
Contracting virus direct from another person	Anyone showing Covid-19 symptoms or living with anyone showing symptoms or anyone who has been advised to self-isolate must not attend the meeting		
	Ventilation	In line with Government guidelines, the Church door will remain open for the entire meeting. Windows too if possible. Attendees are advised to dress warmly if weather is poor	
	Face Coverings	In line with Government guidance all attendees are asked to wear a face covering. Once all attendees are seated, if 2m social distance can be maintained it will be allowable to remove face coverings. This is an individual’s decision.	
	Avoiding face to face contact in narrower areas	All attendees will be arriving and leaving at the same time, no one way system required.	
	Social Distancing	Chairs will be set 2m apart, attendees must remain in their seats. Seats set up side to side, Councillors will need to face attendees but 2m distance will be set up	

Boxford Parish Council Clerk – Sarah Youldon

Email:parishcouncil@boxford.org.uk – Telephone: 07811 322994

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		To avoid increased risk of aerosol or droplet transmission, all attendees must take turns to speak and must not raise their voices. It has been agreed that parishioners will request a place at the meeting. Should more parishioners wish to attend than places parishioners will need to be turned away under Health & Safety legislation.	
	Maximum Numbers	Maximum number of attendees in the Church will be 20. With 7 members of the Parish Council this leaves 13 seats for parishioners. **awaiting confirmation*** Historic attendance is generally below this level.	
	Tracing attendees for follow up	Clerk has a record of Councillors. Church NHS Track & Trace QR codes in place. Clerk to provide individual forms for anyone not using this system. Details will be kept for 21 days before being destroyed. Clerk will keep these and share details with Track & Trace if asked to do so.	