

Town Council Meetings

The legislation that allowed virtual meetings ended on the 7th May 2021, so the Town Council must now hold all meeting in person. The Unity Hall in the Southborough Civic Centre currently has limited capacity to enable the correct social distancing.

At present Covid 19 restrictions still apply, and Councillors and public are asked to observe the following precautions.

1. Facemasks must be worn, (or a suitable alternative such as a face shield) (unless exempt) when entering the building. They may be removed once seated. Masks must be put back on when leaving the meeting.
2. Hand sanitiser to be used on arrival & departure from the Southborough Civic Centre. There is a dispenser close to the entrance way.
3. Please check in using the QR code or leave your name and address with the Facilities Officer on duty.
4. Council Members and the public will be asked to use the main entrance only. Do not linger or congregate in the Hall or entrance way.
5. Doors will be kept open during the meeting.
6. Please bring your own water or refreshment if you require it.
7. Tables and chairs will be spaced according to government guidelines. Please do not move your chair.
8. There is limited to space for members of the public and spaces will be allocated on a first come basis and cannot be guaranteed. Please exit the building as soon as the meeting has finished or when the Confidential section of the meeting commences.
9. Councillors are asked to arrive promptly, allowing time to be seated, (please do not change seats once seated), and to leave the Unity Hall immediately the meeting finishes.
10. Access to toilets will be limited. Please observe any special arrangements which may be notified on the doors.

Note:

If you experience any COVID-19 symptoms do not attend the meeting

The main symptoms of coronavirus (COVID-19) are:

- a high temperature – this means you feel hot to touch on your chest or back (you do not need to measure your temperature)
- a new, continuous cough – this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours (if you usually have a cough, it may be worse than usual)
- a loss or change to your sense of smell or taste – this means you have noticed you cannot smell or taste anything, or things smell or taste different to normal

Tracy Kelly
Town Clerk
June 2021