



## ATTLEBOROUGH TOWN COUNCIL

Town Hall, Queens Square, Attleborough, Norfolk NR17 2AF  
Tel: 01953 456194 - email: [enquiries@attleboroughtc.org.uk](mailto:enquiries@attleboroughtc.org.uk)

# Attending Public Meeting

Due to legislation changing, Council meetings are no longer being held remotely. All formal Attleborough Town Council meetings will now be held **face to face** at the Town Hall.

To keep everyone safe and to comply with government restrictions we ask you to note the following:

- **DO NOT come if you feel unwell at all.**
- Only attend meetings if there is need to do so.
- Ensure hands are washed for 20 seconds with soap and water prior to attending.
- Use the Track and Trace app to scan the QR code.
- Hand sanitiser will be provided.
- Keep socially distanced.
- We recommend you wear a face mask at all times (exemptions apply). However, councillors and attendees may remove their mask to speak from allocated areas as public meetings are viewed by those who rely on lip reading, clear sound or facial expression to communicate. If speaking without a mask, please avoid shouting to help minimise the risk of water droplets being spread.
- If you wish to make a comment, raise your hand to make yourself seen.
- Chairs will be laid out spaced apart, please do not move them.
- Toilet will be available for attendees. Please ensure hands are washed for 20 seconds with soap and water and dried properly afterwards with the electric hand dryers.
- The windows and/or doors will be open for ventilation, so wrap up warm!
- In the unlikely event that there are too many attending for the room (up to 24), residents will not be allowed to enter the main hall.
- The sharing of pens, documents and other objects should be avoided.
- The length of meetings is being restricted to ensure they are kept to a minimum.

If you cannot attend and you would like to raise an issue or make a comment, please send an email before 4pm on the day of the meeting to: [enquiries@attleboroughtc.org.uk](mailto:enquiries@attleboroughtc.org.uk)

Dated 7<sup>th</sup> June 2021