From May 2021, as face-to-face council meetings resume there will still be the risk to attendees of COVID-19 exposure. Broadstairs and St Peter’s Town Council has updated its risk assessment in order to put in place measures to reduce risk to councillors, staff and public including.

A summary of the main points are as follows:

* Hand sanitiser will be available throughout the building and readily available in the Council Chamber itself.
* Arrival and exit times for staff, councillors and members of the public will be staggered.
* Seating will be placed at least 2-metres apart.
* Everyone will be obliged to wear face masks.
* If attendees cannot be heard due to mask wearing, they may use a microphone. This must be sanitised between users.
* Meetings will be paperless. If attendees require hard copies, they should print out their own copy at home.
* If attendees bring papers, they should be discouraged from sharing with others and asked to take the papers with them at the end of the meeting to minimise how many people handle them.
* Seating will be arranged so people are not facing each other directly.
* Windows and doors will be open where possible to ensure good ventilation.
* The venue’s maximum capacity, taking into account the need for social distancing has been calculated; 30 people are allowed inside the Council Chamber and six people inside the Mayor’s Parlour at any time.
* Since the government has confirmed that meetings need to be open to the public, there will be a maximum number of members of the public who can be admitted in to the meeting. Members of the public will be asked to reserve a place at the meeting by emailing the town clerk in advance.
* This information will be clearly displayed on the agenda and website.
* The Clerk will ascertain which items on the agenda interest each party so that if the number of members of the public wishing to attend a meeting exceeds the maximum, people are able to attend that item before leaving the premises.
* Members of the public will be asked to wait outside the Chamber (in the grounds of Pierremont Hall if necessary) until their item of interest is to be discussed at which point a member of staff will ask them to enter one by one, wearing a mask and having sanitised their hands.
* Members of the public will leave the Council Chamber via the rear doors once their item has been discussed.
* Staff have considered live streaming the meetings but this would involve considerable out lay for the necessary technology which is not felt to be proportionate. This will be kept under review and if the Council feels live-streaming is necessary due to the number of people being unable to attend meetings it can be implemented.
* Members of the public will be encouraged to submit questions via email rather than in person.
* All attendees will be asked to register with the NHS Track and Trace app.