



PHYSICAL TOWN COUNCIL MEETINGS RESUME



New Romney Town Council will be resuming physical Council meetings from Wednesday 2nd June 2021 at the Assembly Rooms, New Romney.

Please read the information below regarding Covid procedures very carefully if you intend to attend any New Romney Town Council Meeting.

Covid Procedures at New Romney Town Council meetings

Members of Public are welcome to join Council meetings. However, please be advised that face coverings must be worn at all times inside the Assembly Rooms (unless exempt) and both Councillors and Members of Public are strenuously urged to take a home Covid lateral flow test before attending any meeting.

Anyone displaying any symptoms of Covid-19 should NOT attend the meeting.

Available seating inside the Assembly Rooms is currently limited due to necessary social-distancing precautions. Up to 3 seats will be reserved, in the first instance, for those who have provided written notice of their request to speak in Public Session. Remaining seats will be available on a strictly first come first served basis.

All attendees – both Councillors and Members of Public - will be required to sanitise hands on entry and exit, maintain social distancing and follow one way systems in place inside the building. They are also required to leave contact details for the NHS Track and Trace system either by scanning the QR code on display inside the building or by providing the attending Council Officer with full name and telephone number. Any data collected by a Town Council Officer for this purpose will be retained for 21 days and then disposed of securely. Data collected for track and trace purposes will not be used for any other purpose.

PUBLIC PARTICIPATION AT TOWN COUNCIL MEETINGS

1. Who can participate in a New Romney Town Council meeting?

Members of the Public and Press may attend Council meetings, except at such times as certain sensitive personal, legal or contractual matters may be considered in private and confidential session, when Members of the Public will be required to leave the meeting.

A maximum of THREE members of public may also participate by submitting a question at a meeting. The question must relate to a matter affecting the parish of New Romney and/or its residents. Each submission must last no longer than 3 minutes in total.

Any such question should be delivered to the Council by way of a written statement submitted by email by midday on the day of the Council meeting - to be read out during the meeting. The question submitted should be mindful of the 3 minute speaking time available. The reading of the question will allow for any mid-sentence delivery to be completed before being stopped at the three minute deadline. If any Member of Public does not have access to email, a question can be submitted by email by a representative on their behalf.

Any such questions should be emailed to the relevant meeting Clerk by midday on the day of the Council meeting:

Full Council

town.clerk@newromney-tc.gov.uk

Planning & Environment Committee

planning.clerk@newromney-tc.gov.uk

Finance & General Purposes Committee

finance.clerk@newromney-tc.gov.uk

2. How and when do I have to let the council know that I want to participate?

You will need to give written notice (via email or post) that you would like to participate by 3pm on the Friday before the meeting, providing your name and contact details and a summary of what your question subject will be. No late notifications can be accepted.

3. What happens if more than three local residents want to participate by submitting questions to the Council?

The system will operate on the basis of “first come, first served” as identified by the Clerk. You will be notified as soon as possible after your ‘notification of wish to participate’ has been received as to whether or not you will be able to participate (by reading out your submission).

4. What will happen at the Council meeting?

Your question will be read aloud during the agenda item: Public Questions. If it is possible for the Chairman to provide a response to your question at the meeting, he/she will do so. If it is not possible to provide a response at that time, a response will be provided in writing – usually within 28 days of the meeting taking place.

Agendas and reports for meetings will be available at least 3 working days and usually 7 weekdays before the date of the meeting on the Town Council website. Any supplementary sheets will be available the day before the meeting and can be viewed at www.newromney-tc.gov.uk