

Chairman
Greg Lings

Clerk: Clair Lewis
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To the Members of Felton Parish Council:

29 June 2021

You are hereby summoned to attend a meeting of Felton Parish Council on Monday 5 July 2021, **at 7.15 pm** for the purpose of transacting the following business, in addition to the business listed on the agenda previously issued on 25 June 2021.

The Meeting will be held in the Main Hall, Felton Village Hall. Please note the following safety precautions which must be adhered to by councillors and attendees, due to the Covid-19 pandemic:

1. You **must not attend** if you or anyone in your household, or social or childcare bubble has Covid-19 symptoms.
2. There is a **one-way system for entry and exit**. Please follow the signs on the doors.
3. **Social distancing** must be adhered to at all times. Please take particular care to keep your distance from others while waiting to enter and exit the Hall and in the entry and exit vestibules. You may need to queue. Should you need to use the toilet facilities while at the Hall, you must wait until the suite of toilets is empty before entering. You should ensure that you maintain social distancing while in the toilet corridor.
4. You must **wear a mask** at all times while in the Hall unless you are exempt.
5. On Arrival, **hand sanitiser** is available immediately inside the entry doorway; please use this before entering the Main Hall.
6. On Arrival, you must **provide your track and trace details**. A sign in sheet will be provided for this purpose by the Parish Clerk, just inside the Main Hall. The completed sheet will be held by the Parish Clerk in accordance with regulations and then permanently deleted.
7. After signing in, please **make your way directly to your seat** and **remain seated** unless you are leaving the Hall or you are accessing the toilet facilities. Your chair must remain at the required 2m distance from all other users, except those in your own household, or social or childcare bubble.

The Hall will be kept ventilated as far as possible; you may wish to bring warm layers in case the air temperature is cool.

Please note that restrictions on numbers have been imposed by the Village Hall Committee in compliance with Covid-19 restrictions and the need for attendees to be socially distanced. The Parish Council will admit public and press on a first come first serve basis.

Clair Lewis

AGENDA – ADDITIONAL BUSINESS TO BE TRANSACTED

19. Surgery Working Group (numbering continued from agenda issued on 25 June 2021)
 - a. To approve Terms of Reference for Surgery Working Group (Page 19 – page numbering continued from agenda issued on 25 June 2021)
 - b. To appoint members to the Surgery Working Group
 - c. To appoint a lead councillor for the Surgery Working Group

SURGERY WORKING GROUP TERMS OF REFERENCE

Adopted by Felton Parish Council at its Meeting held on []:

Minute []

Review Date: []

1. The purpose of the Surgery Working Group (“SWG”) is to review and consider documents and correspondence including proposals relating to the surgery from any party and to report back to the Parish Council. Reports may include recommendations if appropriate.
2. The SWG will have a minimum of three councillor members, appointed by the Parish Council.
3. The Parish Council will appoint a lead councillor.
4. The SWG may co-opt other councillors and non councillor members onto the SWG as needed, to bring required or desirable expertise onto the SWG.
5. The work and remit of the SWG will be reviewed periodically.
6. It is intended that the SWG will continue until the completion of the new surgery build.
7. The Parish Council’s Code of Conduct applies to the SWG.