

Guidance Note for Face-to-Face Meeting of Planning and Regulatory Functions Committee being held in the Council Chamber, County Hall, Northallerton on Tuesday 27<sup>th</sup> July 2021 at 10am.

The meeting of Planning and Regulatory Functions Committee being held on Tuesday 27<sup>th</sup> July 2021 at 10am will be a face-to-face meeting, will be held in public and will be live broadcast. Details of the procedure for the meeting are provided, and set out below:-

- In view of the rising covid-19 infection rates in the county, social distancing, hand cleansing and the use of face masks will be observed. This is in line with local Health and Safety and Public Health advice in respect of the Council's duty of care as an employer and to people accessing its buildings.
- Please aim to arrive around 10 minutes prior to the start of the meeting
- Upon arrival, report to main reception and then be directed to the meeting room
- **Please do not congregate in reception or in any other part of the building**
- If you arrive early, then wait in your car
- There will be a strict limit on the number of people attending due to the need to maintain social distancing.
- The priority for public attendance will be given to public speakers.
- Public speakers will be provided with remote access to the meeting and their questions/statements will be broadcast to the room.
- The Meeting will be conducted in the normal way and will be live broadcast. The meeting can be viewed via the following link - [www.northyorks.gov.uk/livemeetings](http://www.northyorks.gov.uk/livemeetings)
- At the end of the meeting, please stay in your seats. You will be asked to leave the room individually to ensure there are no bottlenecks in the building.
- **We request that you then leave the building and make your way to your car without congregating.**

Thank you for following the procedure set out above. Should you have any queries in relation to the meeting please contact me.

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