

# NORMANTON TOWN COUNCIL

Mrs Donna Johnston FdA, FSLCC  
Town Clerk & RFO

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To all members of Normanton Town  
Council

Our ref: DJ/hs

Date: 11<sup>th</sup> November 2021

Please Reply to: Donna

Dear Councillor,

You are hereby summoned to attend an **EXTRA ORDINARY MEETING OF NORMANTON TOWN COUNCIL** which is to be held on **Tuesday 16<sup>th</sup> November 2021** in the **Conference Room, Normanton Town Hall, High Street, Normanton, WF6 2DZ** at **6.30pm**.

**IF YOU ARE UNABLE TO ATTEND, PLEASE SUBMIT YOUR APOLOGIES  
AND REASONS TO THE TOWN CLERK PRIOR TO THE MEETING.**

Yours sincerely

Mrs Donna Johnston FdA, FSLCC  
Town Clerk & RFO.

## **COVID-19 PROTOCOL**

### **Symptoms**

- If you have any symptoms of Covid 19, you must not attend the meeting and should book a PCR test.

### **Covid Testing**

- We recommend taking Lateral Flow tests regularly but do not require you to report the result in.

### **Upon Arrival**

- The doors will be opened ten minutes before the start of the meeting.
- Please proceed to the 'Check In Desk' upon arrival for registration.
- Please sanitise your hands when you arrive.

### **Face Coverings / Shields**

- The use of face coverings is a matter of personal choice.

### **Meeting Room**

- The room will accommodate a maximum of 30 people.
- Where a meeting has fewer attendees, we will spread people out to maintain better distancing.
- The windows to the end and left of the room will be opened for ventilation but the windows on the front of the building will remain closed due to the impact of the noise from outside.
- Councillors should remain in the meeting room and not enter adjacent rooms.

### **Refreshments and Equipment**

- Refreshments will not be available so please bring your own water.
- We have a supply of pens available at the Check In Desk.
- We will not provide spare copies of the agenda so please remember to bring yours with you.

### **Toilets**

- A unisex disabled toilet is available in the reception area.
- Ladies and Gents toilets are available on the first floor.

## AGENDA

<b>118.</b>	<b>Apologies for Absence</b> To receive apologies and approve reasons for absence.	
<b>119.</b>	<b>Declarations of Interest</b> To receive any declarations of interest not already declared under the Council's Code of Conduct or members Register of Disclosable Pecuniary Interests.	
<b>120.</b>	<b>Health Care First GP Surgery</b> An opportunity to hear from Chief Executive Officer Jyoti Mehan and GP Partner Dr Wynn, on the merger of Queen Street Surgery with Health Care First and to answer any feedback.	