

## **Extraordinary Meeting of the Council**

**Thursday, 20<sup>th</sup> May, 2021 at 5.30pm  
in the Town Hall (access from St. James's Road), Dudley**

You are hereby summoned to attend an extraordinary meeting of the Dudley Metropolitan Borough Council for the purpose of transacting the business set out in the numbered agenda items listed below.

### **Agenda - Public Session (Meeting open to the public and press)**

Prayers

1. Apologies for absence
2. To receive any declarations of interest under the Members' Code of Conduct
3. Appointment of Honorary Freemen/Women and Honorary Aldermen/Women



**Kevin O'Keefe  
Chief Executive  
Dated: 12<sup>th</sup> May, 2021**

**Distribution:**

All Members of the Council

## **Please note the following concerning meetings at Dudley Town Hall:**

### **Covid-19 Secure Working**

#### **Hands**

- Hand sanitiser and antibacterial wipes are available at various convenient locations. Please ensure you sanitise your hands when arriving and leaving the building. Hand washing facilities are also available on site.

#### **Face**

- All persons entering or working in the Town Hall must wear face masks when moving around the building. Please remember to bring and use your own face masks. Face masks may be safely removed when you are seated in the meeting.

#### **Space**

- Seating in the meeting rooms is arranged to allow for safe distancing. You must only use the designated seating. Remember to maintain safe distancing at all times during your visit.
- Seating in the public gallery is currently restricted and will be allocated on a 'first come' basis.
- All persons must observe the signage in place to ensure safety.

#### **If you are unwell**

- Do not attend if you feel unwell; if you have tested positive for Covid-19; if you are self-isolating or if you suspect that you are symptomatic.
- You are advised to undertake a lateral flow test 48 hours before attending. If the test is positive, do not attend the meeting.

#### **Toilets**

- Toilet facilities are available on site and are subject to the Covid-19 secure measures that are in place. The toilets have hand washing facilities.

#### **No smoking**

- There is no smoking on the Town Hall premises in line with national legislation. It is an offence to smoke in or on the premises. You cannot use e-cigarettes and/or similar vaping devices.

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## **In Case of Emergency**

- In the event of the alarms sounding, please leave the building by the nearest exit. There are Officers who will assist you in the event of this happening, please follow their instructions.

## **Submitting Apologies for Absence**

- Elected Members can submit apologies by contacting Democratic Services (see our contact details below).

## **Private and Confidential Information**

- Any agendas containing reports with 'exempt' information should be treated as private and confidential. It is your responsibility to ensure that information containing private and personal data is kept safe and secure at all times. Confidential papers should be handed to Democratic Services for secure disposal. If you choose to retain the documents you should ensure that the information is securely stored and destroyed within six months.

## **General**

- Public Wi-Fi is available in the Town Hall.
- The use of mobile devices or electronic facilities is permitted for the purposes of recording/reporting during the public session of the meeting. The use of any such devices must not disrupt the meeting – Please turn off any ringtones or set your devices to silent.
- Information about the Council and our meetings can be viewed on the website [www.dudley.gov.uk](http://www.dudley.gov.uk)

## **If you need advice or assistance**

- If you (or anyone you know) requires assistance to access the venue, or if you have any other queries, please contact Democratic Services - Telephone 01384 815238 or E-mail [Democratic.Services@dudley.gov.uk](mailto:Democratic.Services@dudley.gov.uk)