

## **Guidance document for Licensing & Regulatory Committee**

This meeting is being held in person in order to comply with the Local Government Act 1972. An audio recording of the meeting will be taken.

We may be required to restrict the number of members of the public able to attend in accordance with the room capacity.

Therefore, if you consider it is necessary for you to attend, please let Democratic Services know in advance of the meeting by telephoning 01638 719363 or by sending an email to [democratic.services@westsuffolk.gov.uk](mailto:democratic.services@westsuffolk.gov.uk).

As a local authority we have a corporate and social responsibility for the safety of our staff, our councillors and visiting members of the public. We therefore request that you exercise personal responsibility and do not attend the meeting if you feel at all unwell.

West Suffolk Council continues to promote good hygiene practices with hand sanitiser and wipes being available in the meeting room. Attendees are also able to continue to wear face masks, should they wish to.