

Minutes of the extraordinary meeting held on Tuesday 24th March 2020

In order to follow Government guidelines to protect public health and to maintain democratic input from elected members, this meeting was conducted remotely using email. The exchange of information was coordinated and recorded by the Parish Clerk.

Comments received and shared from: Cllrs. Paul Baker (Chairman), Jackie Laine, Will Hawkins, Aviva Morris and Jason Mackay

55/20/MPC **Chairman's Announcements:**

The Council has received the resignation by email from Cllr Collett who has sited that she does not feel able to continue in the role as Councillor for health reasons.

56/20/MPC **Apologies**

No Apologies Received

57/20/MPC **Declarations of Interest in items on the agenda & dispensations granted**

None

Motions for note/resolution

58/20/MPC **To consider a business continuity proposal from the Parish Clerk:**

The meeting considered the motion and in light of the Coronavirus (Covid-19) pandemic and Government advice, it was **resolved** that:

- (a) Should the council be unable to meet for whatever reason, the Clerk is given delegated authority to progress all ongoing matters and projects and authorise all regular payments and incur expenditure in line with the council's agreed budget.
- (b) Any decisions taken under resolution (a) above will be taken, whenever possible, in consultation with the Chairman and Vice Chairman of the Council and the relevant Committee Chairman (if appropriate). A record of all decisions and expenditure incurred under delegated authority will be kept and reported to members when the council next meets.
- (c) The authority to decide the council's response to planning applications be delegated to the Clerk, in consultation with the Chairman and Vice Chairman of council. Whenever possible, members of the council in the case of large applications will be informed of applications out for consultation and will be invited to submit comments to the Clerk.

- (d) The provisions outlined in resolutions (a-c) above will override any requirements to the contrary in the council's standing orders, financial regulations or terms of reference.
- (e) In line with government advice, staff will be encouraged to work from home.
- (f) Should the Clerk be unable to perform her duties, Councillor Morris will assume the role of Proper Officer and RFO in an unpaid capacity.
- (g) The Clerk, in consultation with the Chairman and Vice Chairman, may incur expenditure from the earmarked reserve where such expenditure will help the community's efforts to support those in need of assistance or prevent social isolation.
- (h) Should government allow councils to meet virtually (online), the Council will take all reasonable steps to facilitate this.

59/20/MPC Items for the next meeting to be forward to the Clerk before Monday 9th April 2020

60/20/MPC Date of next scheduled meeting: Tuesday 21st April 2020 (to be confirmed)