

DRAFT MINUTES OF EXTRAORDINARY MEETING OF FIVEHEAD PARISH COUNCIL

Held on Friday 20 March 2020 at 1030 on the Village Green, Fivehead

(Note: meeting held in open air to facilitate social distancing)

Present: Mrs K Beacham (Chair); Mrs L Howard; Mr R Wynn – the meeting was declared quorate.

3116 Public participation

No members of the Public attended.

3117 Apologies for absence

Mrs N Cameron; Mr K Male; Mrs P Brett; Mr J Westworth; County Councillor C Aparicio-Paul; District Councillor M Cavill. Mrs J Wardle (Clerk/RFO).

3118 Emergency Operating Procedures

Resolution: in light of the Coronavirus (Covid-19) pandemic and government advice, the following Emergency Operating Procedures to ensure Business Continuity are agreed:

(a) Should the council be unable to meet for whatever reason, the Clerk be 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 council. 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 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) Should the Clerk be unable to perform her duties, another member of the council will assume the role of Proper Officer and RFO in an unpaid capacity.

(h) The Clerk, in consultation with the Chairman and Vice Chairman, may incur expenditure from the Reserve where such expenditure will help the community's efforts to support those in need of assistance or prevent social isolation.

(i) Should government allow councils to meet virtually (online), the council will take all reasonable steps to facilitate this.

Proposed by LH and seconded by RW. Carried unan.

3119 Matters of Report, Questions and Items for the Next Meeting

a) Chairman - nil

b) Councillors - nil

3120 Date of Next Meeting

To be decided depending on guidance from the Government.

The meeting closed at 1035.

Chairman.....

Dated.....