

Clerk to the Council: Emma Fulham

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16th March 2020

To: The Councillors of Hartfield Parish Council

You are required to attend the extraordinary Parish Council Meeting of Hartfield Parish Council to be held on Friday 20th March 2020 at 10am at Goods Yard House.

**The AGENDA is as follows**:

1. To accept apologies and reason for absence.
2. To receive Declarations of pecuniary and declarable Interests from members in respect of any matter on the agenda.
3. To agree the following In response to the Covid-19 outbreak in the UK and in the event that it is not possible to convene a meeting of the council in a reasonable time, the Clerk shall have delegated authority to make decisions on behalf of the council where such decision cannot reasonably be deferred and must be made in order to comply with a commercial or statutory deadline. This will be carried out where possible by consultation with members by electronic means or telephone. The Clerk will further consult with the Chairman for guidance as necessary. The delegation does not extend to matters expressly reserved to the Council in legislation or in its Standing Orders or Financial Regulations. Any decisions made under this delegation must be recorded in writing and must be published in accordance with the relevant regulations. This delegated authority ceases upon the first meeting of the Council after the Council meeting at which the delegation was put in place.
4. To agree payment arrangements in the absence of formal meetings.
5. To confirm arrangements for the following PC events:
6. VE Day
7. Annual Meeting
8. Litter pick
9. To agree change in spring newsletter format and supply.

Next Meeting TBC