

Clerk to the Council: Emma Fulham

Goods Yard House

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**Minutes of the Extra Ordinary Parish Council Meeting held in Goods Yard House on 20th March 2020 at 10am.**

Present: Cllr G Horner, Cllr R Nathan, Cllr R Eastwood (Chair), Cllr M Colenutt, Cllr S Lowing, Cllr Maude, Cllr A Emery, Cllr C Burnett-Dick and Cllr J Sanders.

1. To accept apologies.

Cllr P Norman, Cllr C Beare, Cllr Smith and Cllr A Higgins.

To receive Declarations of pecuniary and declarable Interests from members in respect of any matter on the agenda.

The Chair reminded Cllrs to declare when necessary.

1. 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.

This was reviewed. The plan is to cancel all meetings as per government advice until further notice. Usual payments and maintenance will be continued and emergency decisions when required. The

**Unanimously approved.**

1. To agree payment arrangements in the absence of formal meetings.

The Clerk outlined the process payment lists would be circulated and the Clerk would arrange electronic payment if possible or cheque payments with signatories outside of meetings providing envelopes and stamps to Cllrs to forward on payments direct.

**The arrangements were unanimously approved.**

1. To confirm arrangements for the following PC events:
2. VE Day – Postponed and possibly changed into a more general celebration to be decided ASAP at the next Council meeting.
3. Annual Meeting – Cancelled.
4. Litter pick – Cancelled.

**The three event decisions were unanimously approved.**

1. To agree change in spring newsletter format and supply.

The Clerk reported on the new short newsletter and the date being brought forward to supply Convid-19 emergency information.

**This was unanimously approved.**

The meeting closed at 10:30am