



St Peter the Great County Parish Council

Parish Council Office, St. Peter's Village Hall, St. Peter's Drive, Worcester WR5 3TA

Following a request from the Chairman of St Peter's Parish Council, let it be known that an **extraordinary meeting of St Peter's Parish Council** will be held. Due to the extraordinary circumstances of the current medical emergency and the need for social distancing and self-isolating, the meeting will be conducted via email, commencing at 18:30 on Thursday 26th March 2020 .

Minutes will be published and available for inspection following the meeting.

Agenda

- 1) **Apologies for Absence**: To receive apologies and approve reasons for absence.
- 2) **Declarations of Interest**: To receive declarations of interest on matters before the council and to consider requests for councillor dispensation.
- 3) **Adoption of Minutes**: To agree and adopt the Minutes of the Parish Council Meeting held on Thursday 12th March 2020.
- 4) **Matters Arising & Action Sheet**: Matters arising from previous meetings not covered elsewhere in the Agenda. In particular to review the actions in the context of whether they are presently relevant given the current medical emergency.
- 5) **Policy and Resources Committee**:

"The Council shall establish a Policy and Resources Committee forthwith. The Chairman of the Committee shall be the Chairman of the Council. The Vice Chairman of the Committee shall be the Vice chairman of the Council. In the absence of either the Chairman or the Vice Chairman, the committee may elect another member of the committee to serve as Chairman of the Committee pro-tem. The Committee shall be formed of all serving parish councillors.

In line with Standing Order 17c, the Chairman of the Committee may call an extraordinary meeting at any time. Exceptionally, in view of the current Covid-19 pandemic, the Committee is permitted to meet remotely by email or other electronic media as agreed and appropriate.

The Committee may also agree decisions by an exchange of emails co-ordinated by the Clerk where the Clerk and the Chairman of the Committee deem that most expeditious for the efficient functioning of the work of the council.

Alex Booth, Clerk to St Peter's Parish Council

"The terms of reference for the committee shall be to discharge the functions of the council under delegated powers to the fullest extent possible permitted by law. In addition, the Committee shall be authorised to:

1. Appoint an interim Clerk if the current incumbent is incapacitated and unable to discharge his duties.
 2. Permit the Chairman of the Committee to discharge the functions of the Clerk pro-tem if the clerk is incapacitated and unable to discharge his duties.
 3. Permit the Vice Chairman of the Committee to discharge the functions of the Clerk pro-tem if the clerk and Chairman of the Committee are incapacitated and unable to discharge their duties as Clerk
 4. Approve aggregated expenditure of up to 10% of reserves on unbudgeted matters in any single financial year.
 5. Appoint up to three additional non-councillor members to serve on the Committee.
 6. Oversee the work of any existing Working Party.
 7. Temporarily increase the emergency expenditure limit set out in Clause 4.5 of the Financial Regulations from £500 to £1,000 for a period not exceeding 12 months.
 8. As per Standing Order 23, the Chairman of the Committee may be authorised, by confirmatory vote of the Committee, to issue order, instructions and directions in cases of urgent necessity or the incapacity of the Clerk."
 9. These arrangements and delegated powers are to be reviewed every 3 months or at a time when the Council considers that ordinary Council Meetings can be resumed following the passing of the current medical emergency.
- 6) **Next Council meeting**: To provisionally agree the arrangements for future meetings and for how the Annual Meeting is to proceed.