

St Peter the Great County Parish Council

Minutes

Minutes of an extraordinary meeting of the Parish Council held on **Thursday 26th March 2020 at 18:30 by remote means due to the Covid-19 pandemic and nation-wide social distancing measures as implemented by central government**. Following a review of guidance on how to hold meetings during Covid-19, the importance of this extraordinary meeting, the availability of media infrastructure at this time and the need to ensure an accurate record, the meeting was conducted by email with the Chairman ensuring that all participating Councillors were able to comment.

Present: Chairman Cllr. A. Tucker, Cllrs. Mr. A. Tidy, Mr. J. Renshaw, Mr. P. Walters, Mr. R. Knight.

4420 Apologies for Absence: Cllrs. Mr. M. Johnson, Mr. D. Saunders and Mrs. L. Murray.

4520 Declarations of Interest: No declarations were received.

4620 Adoption of Minutes: Council agreed to defer this item to a future meeting.

Public Participation: Not applicable due to the isolated nature of the remote meeting.

4720 Matters arising & Action Sheet: The Chairman reported on progress of matters arising from the previous meeting.

- a) Gym equipment. Confirmation that the Clerk is to continue with the application for grant funding when possible.
- b) Clerks and Council's direct.

4820 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.

"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:

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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.

4920 AOB:

- a) Council confirmed to postpone the proposed April Parish Council meeting.
- b) The Clerk confirmed that arrangements for the Annual Audit were uncertain and further guidance was expected within days from central Government. The Clerk confirmed that as soon as this information was available it would be shared with Council.
- c) Council requested the Clerk investigate methods for holding remote meetings.

5020 Date of Next Meeting: Council agreed to await further clarification from central Government regarding arrangements for the Annual Meetings due to take place in May 2020 before confirming the date of the next meeting.

Signed..... Chairman Date.....