



# Broadbridge Heath Parish Council

[www.broadbridgeheath-pc.gov.uk](http://www.broadbridgeheath-pc.gov.uk)

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PO Box 1009, Cowfold, Horsham, RH12 9RX

To all Councillors - **You are hereby summoned to the EXTRAORDINARY PARISH COUNCIL MEETING** to be held at **St John's Community Hall** on **TUESDAY 17<sup>th</sup> of MARCH 2020** commencing at **7.45 pm**. The first 15 minutes are available for the public and the press who have a right to attend to express a view or ask a question on relevant matters on the following agenda (Standing Order 3d). Members of the public are welcome to stay and observe the rest of the meeting.

**Signed:** *Lucinda Edwards*

**Lucinda Edwards (Clerk) – 12<sup>th</sup> of March 2020**

- |          |   |                         |
|----------|---|-------------------------|
| <b>1</b> | <b>PUBLIC SPEAKING</b>  | <b>19.45-<br/>20.00</b> |
| <b>2</b> | <b>APOLOGIES AND REASON FOR ABSENCE</b>   | <b>20.00-<br/>20.00</b> |
|          | To receive and agree any apologies for absence and document the reasons for such.   |                         |
| <b>3</b> | <b>DECLARATIONS OF INTEREST AND NOTIFICATION OF CHANGES</b>   | <b>20.00-<br/>20.05</b> |
|          | To receive any disclosure by Members of personal interests in Matters on the Agenda, the nature of the interest and whether the Member regards the interest as personal, prejudicial or pecuniary under the terms of the Revised Code of Conduct for members.           |                         |
| <b>4</b> | <b><u>CORONAVIRUS DISEASE (COVID 19) EMERGENCY MEASURES</u></b>   | <b>20.05-<br/>20.20</b> |
|          | 4.1 To receive an update on the current situation and receive and approve, if appropriate, recommendations from the Clerk regarding meetings and activities.  |                         |
|          | 4.2 To consider and agree if appropriate to delegate authority to the RFO and two bank signatories to authorize accounts for payment in the event that the Council cannot meet.   |                         |
|          | 4.3 To consider extending the delegation of Council decisions to the Clerk during any period of restricted activity declared by the Government in respect of the Covid-19 virus. Such delegation to enable the Council to fulfil its responsibilities to its residents. |                         |

4.4 To consider and agree, if appropriate any further contingency measures in the event that the Council cannot meet.

4.5 To agree communications

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**BUSINESS CONTINUITY PLAN**

**20.20-  
20.30**

To consider the items on a template Business Continuity plan and agree any actions as appropriate.

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**DATES OF NEXT PARISH COUNCIL MEETING:**

Monday the 6<sup>th</sup> of April

\*\* Pursuant to the Public Bodies (Admission to Meetings) Act 1960 and the Local Government Act 1972 ss100, and because of the confidential nature of the business to be transacted, the public and press may be required to leave the meeting during the consideration of these items.