



BROADBRIDGE HEATH PARISH COUNCIL

Minutes of the Extraordinary Parish Council meeting held on Tuesday the 17th of March 2020 at 7.45pm in **St John's Community Hall**

Present Were: Cllr Terry Oliver (Chair)

Cllr Geoff Clark
Cllr David Trangmar
Cllr Paul Wales

Cllr Christine Knight
Cllr Louise Potter

Minutes recorded by : Cllr Louise Potter

Members of the Public: None

Press: None

E01/20 PUBLIC SPEAKING
None

E02/20 APOLOGIES AND REASON FOR ABSENCE

Not applicable – Summons to meet advised members that, due to current circumstance, as long as quorate, additional attendance was not required.

E03/20 DECLARATIONS OF INTEREST AND NOTIFICATION OF CHANGES

None given.

In light of current guidelines in relation to the Covid-19 virus:

E04/20 It was **RESOLVED** to suspend all meetings with effect from 18/03/2020 until the period of restricted activity is rescinded by the government and/or a quorum of Councillors.

E05/20 Members **RESOLVED** to suspend activity on recruitment, with immediate effect, until the period of restricted activity is rescinded by the government and/or a quorum of Councillors.

E06/20 It was **AGREED** for the Clerk and Chairman of the Personnel Committee to agree a communication to applicants.

E07/20 It was **AGREED** for the Clerk to

- a) list essential duties and create **contingency plan** for covering those tasks in worst case scenarios
- b) to continue, where possible, with previously agreed actions where limited social contact is possible in order to complete the task
- c) suspend commencement of any new projects until the period of restricted activity is rescinded by the government and/or a quorum of Councillors.

E08/20 Considering the health and welfare of staff, members **APPROVED** measures as recommended by the Clerk.

E09/20 **Communications**

It was **AGREED** for the Clerk/RFO/EO to create Whatsapp messaging group for emergency communications

It was **AGREED** for the Clerk and Chairs to create Whatsapp messaging group for emergency communications

It was **AGREED** for the Clerk to commence process of getting Skype accounts setup for all Councillors for the eventuality that legislation is amended to enable remote meetings.

E10/20 **Councillors and Contingency Planning**

Members were advised:

- a) to keep up to date with, and follow current guidelines.
- b) in order to remain at quorate, 5 active members are required.
- c) factors such as illness and imposed self-isolation by age group could impact this.
- d) to share, in confidence, their ages in order that contingency plans may be made.
- e) to advise the Clerk of any illness where possible.

- E11/20** To enable business continuity, members **RESOLVED** to delegate authority to the RFO and two bank signatories to authorise accounts for payment until the period of restricted activity is rescinded by the government and/or a quorum of Councillors.
- E12/20** It was **AGREED** for the RFO to identify backup process for contingency measures, such as telephone banking, for essential payments.
- E13/20** Members were advised of the extension to the deadline for year end audit has been extended to the end of September. Members **AGREED** the RFO should continue to finalise the accounts at the earliest opportunity.
- E14/20** To enable business continuity, members **RESOLVED** to delegate Council decisions to the Clerk, with agreement from the Chairs, via the process identified, until the period of restricted activity is rescinded by the government and/or a quorum of Councillors.

Agreed process:

Non-emergency decisions:

- a) Clerk sends email consultation document to all members
- b) Whatsapp message to be sent to Chairs to indicate email has been circulated
- c) Members have a 48 hour period to respond
- d) Responses collated by Clerk and forwarded to:
 - i) Chairman of the Council (Cllr Oliver)
 - ii) Vice Chair of the Council (Cllr Edwards)
 - iii) Chairs of Committees (Cllr Trangmar, Cllr Clark & Cllr Knight)
- d) Approval sought from members in priority as below, dependent on Councillor availability/response:
 - a. 1st line approval Chair and Vice Chair
 - b. 2nd line approval Chair and Committee Chair
 - c. 3rd line approval Vice Chair and Committee Chair
 - d. 4th line approval 2 Committee Chairs

Emergency Decisions

- 1. Clerk to email to Chair/Vice Chair and Chairs of Committees or a Whatsapp message if appropriate
- 2. Decisions on approval of 2 of the above members.

- E15/20** It was **AGREED** for the Clerk to produce and circulate the scheme of delegation as agreed above as an official document to be approved by

members electronically. A sample document was reviewed and the methodology of this was **AGREED** as a basis.

- E16/20** It was **AGREED** that new planning application consultations received will be circulated by email and members should continue to respond to the Clerk to collate comments. All responses will be collated and sent to Cllr Clark to agree a response by the Clerk. This process will continue until such time that it is rescinded.
- E17/20** Members **AGREED** to set aside an amount to be earmarked for support of £5000 to be taken from reserved funds - to assist with the management of any activities or measures the Parish Council supports. This amount could be increased if required.
- E18/20** It was **AGREED** that the Union Flag should be raised to reflect a sense of solidarity during these unprecedented times and that this explanation should be shared on the Parish website. This decision was approved in line with the Flag Policy adopted in September 2018.
- E19/20** A revised communication was **AGREED** for entry into the April edition of the Broadbridge Heath magazine communicating the council's well wishes, encouraging residents to support vulnerable neighbours and including useful links and numbers. Clerk's pc mobile and email to be printed at the end.
- E20/20** **DATE OF NEXT MEETING**
To be confirmed

The meeting ended at 20:37