

STOKE ST GREGORY PARISH COUNCIL

Tuesday 17th March 2020

CLERK: Kelly de Silva. The School House. Huntham Lane, Stoke St Gregory, TA3 6EG

To all members of Council NOTICE OF AN EXTRAORDINARY PARISH COUNCIL MEETING

I hereby summon Councillors to an Extraordinary Meeting of the Parish Council called by the chair, which will take place on **Thursday 19th March 2020** in the Meeting Room of the Williams Hall at 7pm.

There will be an opportunity for members of the public to speak beforehand. The business to be discussed is set out below.

Special notice: All Parish Council meetings are open to all members of the public, however – in this unprecedented coronavirus situation we ask that you exercise the utmost caution and only consider attending if you feel it is absolutely necessary.

All PC documents are published online at www.stokestgregory.org

AGENDA

- 1. To receive apologies for absence**
- 2. Declarations of interests and dispensations**
- 3. Business Continuity Motion to Council on the advice of SALC**

In light of the Coronavirus (Covid-19) pandemic and government advice, this council resolves that:

- (a) Should the council be unable to meet for whatever reason, the Clerk be given delegated authority to progress all ongoing matters and projects and authorise all regular payments and incur expenditure in line with the council's agreed budget.
- (b) Any decisions taken under resolution (a) above will be taken, whenever possible, in consultation with the Chairman and Vice Chairman of council and the relevant Committee Chairman (if appropriate). A record of all decisions and expenditure incurred under delegated authority will be kept and reported to members when the council next meets.
- (c) The authority to decide the council's response to planning applications be delegated to the Clerk or Assistant Clerk, in consultation with Chairman and Vice Chairman of council. Whenever possible, members of the Council will be informed of applications out for consultation and will be invited to submit comments to the Clerk or Assistant Clerk.
- (d) The provisions outlined in resolutions (a-c) above will override any requirements to the contrary in the council's standing orders, financial regulations or terms of reference.
- (e) Should the Clerk be unable to perform her duties a nominated member of the Parish Council will assume the role of Proper Officer and RFO in an unpaid capacity.
- (f) The Clerk, in consultation with the Chairman and Vice Chairman, may incur expenditure from the project earmarked reserve where such expenditure will help the community's efforts to support those in need of assistance or prevent social isolation.
- (g) Should government allow councils to meet virtually (online), the council will take all reasonable steps to facilitate this.

- 4. Other items for discussion**

