



**CHURCH
LAWTON**
Parish Council

MINUTES OF AN EXTRAORDINARY COUNCIL MEETING HELD ON

FRIDAY 20th MARCH 2020 AT KIDSGROVE TOWN HALL

**Present: Cllr R Young (Chair); Cllr N Harper (Vice-chair)
Cllrs: L Mackinnon; Cllr Armstrong; Cllr Mitchell**

The meeting started at 7:00pm

19-20/153 TO RECEIVE APOLOGIES FOR ABSENCE

Apologies were received from Cllr Hicks

19-20/154 TO CONSIDER AND AUTHORISE EXTENDED LEAVE FOR ANY COUNCILLORS WHO REQUESTS IT AND IS CONSIDERED TO BE OF ENHANCED RISK DUE TO THE COVID-19 SITUATION.

Cllr Fernihough and Cllr Addenbrooke had their absence approved for the foreseeable future due to the COVID-19 situation. This absence will be reviewed by the Council as the situation and advice alters.

19-20/155 PUBLIC PARTICIPATION

None

19-20/156 TO RESOLVE THAT THE RECRUITMENT OF A NEW CLERK IS PUT ON HOLD UNTIL AFTER THE CURRENT CRISIS AROUND THE COVID-19 SITUATION AND THAT THE CURRENT CLERK REMAINS THE PROPER OFFICE AND RFO OF THE COUNCIL IN THE INTERIM TO ENSURE ESSENTIAL COUNCIL FUNCTIONS CONTINUE. TO FURTHER RESOLVE THAT THE CURRENT CLERK WILL MAKE A LOG OF HOURS WORKED, FOR APPROVAL BY THE CHAIR AND VICE-CHAIR, FOR REIMBURSEMENT AT THE RATE PAID AT THE END OF HER CONTRACTED EMPLOYMENT.

The Council resolved to approve the motion.

19-20/157 TO RESOLVE TO APPROVE EMERGENCY MEASURES TO ENSURE THE COUNCIL CAN FUNCTION THROUGH THE COVID-19 SITUATION.

Resolved: The proposed emergency measures were approved. (See appendix 1)



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Church Lawton Parish Council – Coronavirus/Covid-19 Emergency Plan

1. COUNCIL MEETINGS AND CONTINUATION OF COUNCIL BUSINESS

- a. An emergency meeting will be held on the 20th March 2020 to resolve to approve the measures and procedures outlined in this document to facilitate the Council to function during the Covid-19 outbreak.
- b. A monthly Full Council Meeting will be scheduled for each month thereafter for if the situation and government advice allows such meetings to progress.
- c. Working Parties and Committee meetings will be suspended until further notice with immediate effect.
- d. In the event that it is not possible to convene a meeting of the council, or if it becomes impossible because of government directives, the Clerk shall have delegated authority to make decisions on behalf of the council where such decision cannot reasonably be deferred and must be made in order to comply with a commercial or statutory deadline. The clerk will consult closely with the Chair and Vice-chair, by email or telephone if required. Any decisions made under this delegation must be recorded in writing and must be published in accordance with the relevant regulations. The Full Council should also be informed of such decisions by email and there may be occasions when the Clerk invites all councillors to offer a viewpoint on a matter by email. This delegated authority ceases upon the first meeting of the council after the council meeting at which the delegation was put in place.
- e. The delegation procedures put in place by this policy will include any changes required to this policy in response to the rapidly evolving situation and the implementation of any directives received from NALC in relation to legislative requirements.

Note - The delegation does not extend to matters expressly reserved to the council in legislation. Any unavoidable and essential deviance from Standing Orders or Financial Regulations must be clearly documented.

- f. Any member with an underlying health issue who is concerned about attending meetings will be invited to write to the Clerk. The Council will authorise absence for these Councillors until such time as the Council or Emergency Committee decide this is unnecessary based on government advice.
- g. Any other member not able to attend the Council meeting on the 20th March 2020 will be advised to submit an application, giving a reason, to have their absence approved rather than just noted. (Note- this may be imperative if the council is unable to meet for an extended period as the 6-month attendance rule is legislative.)

- h. Councillors unable to attend any meetings held due to infection or isolation will have absence approved, not just noted, throughout the duration of the emergency situation.

2. COMMUNITY SUPPORT

- a. The Clerk will assist the Council with any community support alongside ensuring essential Council business is progressed appropriately.
- b. The Parish Council will use its website and Facebook page to help provide up to date information to the Community.
- c. The Parish Council will be mindful of trying to support the Community and in any way it can within its powers through the crisis.
- d. The Parish Council will support community groups that are forming to help the vulnerable and socially isolated if it is able.

3. OTHER BUSINESS

- a. Council events involving the community will be cancelled until further notice.