

# Wragby Parish Council

EXTRAORDINARY MEETING HELD ON MONDAY 23<sup>RD</sup> MARCH 2020

IN THE ANNEX OF WRAGBY TOWN HALL AT 7.15pm

## MINUTES

Present: Cllrs Mrs Cripps (Chairman), Mrs J. Martin, S. Calderbank and R. Watts

Also present: Clerk - L Blankley. There were no members of the public or other authority councillors present.

239. Chairman's Welcome and Opening Remarks.  
The Chairman welcomed and thanked councillors for coming to the meeting.
240. Apologies for absence  
On a proposal by Cllr Calderbank, seconded by Cllr Watts it was **RESOLVED** by unanimous vote of the Council that the apologies and reasons given by Cllr Mrs Z. Dalby and Cllr D. Moorby be accepted and approved.
241. Declarations of Interest  
There were no declarations of interest.
242. Minutes  
On a proposal by Cllr Cripps, seconded by Cllr Martin it was **RESOLVED** by vote of the council to approve the notes of the Council Meeting held on 2<sup>nd</sup> March 2020 as the minutes.
243. Clerks Report  
Councillors noted the report on which no progress had been made since the last meeting and noted that pending any national guidance on the Corona Virus that reluctantly the VE Day celebrations would probably not take place as planned.
244. Correspondence  
Councillors noted the Clerk's update on correspondence received since the last Council Meeting.
245. Business Continuity  
The Council considered contingency arrangements and temporary suspension of Standing Orders and Financial Regulations to ensure that the council can continue to function in the light of any local / national restrictions relating to Covid-19 in place and on a proposal by Cllr Calderbank, seconded by Cllr Mrs Cripps it was **RESOLVED** by unanimous vote of the Council to approve the following measures.
- a. **Safety Statement - Meetings**  
The Parish Council recognises and agrees that no business, meeting, service provision or service delivery of the Authority is of any importance **above that** of public and personal safety. As such all scheduled public meetings will be cancelled for an **initial 3-month period** (or as circumstances dictate).
  - b. **Suspension of Standing Orders / Financial Regulations**  
The Parish Council gives delegated authority to the Parish Clerk (in consultation with the Chairman and 24 hours' notice to all Councillors where possible to: suspend any relevant Standing Order or Financial Regulation as necessary to ensure the smooth running and operation (wherever possible) of the Parish Council for a period of **no longer than 3 months** (or as circumstances dictate), with the Clerk to compile and

maintain a list of such suspensions and reasons which will be to be presented to a future meeting of the Parish Council for scrutiny.

c. **Additional Delegated Authority - Clerk**

That the Parish Council gives additional **delegated authority** for a period of **no longer than 3 months** (notwithstanding relative Government legislation or medical/relevant body advice or best/safe practice)) to the Parish Clerk, in consultation with the Chairman:

- i. undertake day to day duties (wherever possible and within legal constraints and with the best intentions of public safety and to promote infection control) in order to minimise disruption to service provision and ensure business continuity.
- ii. undertake any additional duties necessary (wherever possible within legal constraints and with the best intentions of public safety and to promote infection control) in order to minimise disruption to service provision and ensure business continuity.
- iii. undertake decisive actions (within legal constraints and with the best intentions of public safety and to promote infection control) in respect of cancelling any meetings of the Parish Council.
- iv. To undertake decisive actions (within legal constraints and with the best intentions of public safety and to promote infection control) in respect of operation of the cemetery or open spaces.
- v. To apply for and operate on-line banking in accordance with Standing Orders and Financial Regulations.

d. **Annual Council Meeting / Annual Parish Meeting**

As the cancellation of meetings may have a direct impact on the Annual Meeting of the Parish Council (scheduled for 4<sup>th</sup> May 2020), the role of Chairman will remain the same until a suitable and safe public meeting is called and held.

Where any cancellation of meetings may have a direct impact on the holding of the Annual Parish Meeting, the Parish Council will hold such meeting at a future date.

It is noted that whilst the above decisions are **contrary to existing legislation** (as of 18<sup>th</sup> March 2020) the Parish Council has made these decisions in order to place public safety at the forefront.

e. **Orders for Payment**

The Parish Clerk along with those elected Members with delegated responsibility for the authorising and signing of payments put measures in place with robust transparency processes to ensure effective business continuation and to minimise impact on local service delivery and local business with ratification by the Parish Council to be made at the earliest and safest opportunity.

f. **Planning Matters**

The Parish Council authorises the Clerk to deal with planning applications via email and gives delegated power to the Clerk to collate responses and submit to ELDC (on a majority basis).

g. **Budgetary Control and Authority to Spend**

To authorise an increase in the spending limit to the Clerk (in consultation with the Chairman) from any item below £100 to any amount below £ 1,000 in respect of any emergency or Health & Safety matter.

To authorise the Clerk (in consultation with the Chairman) to process any day to day items of expenditure to any amount below £1,000 provided that there is a created budget for such an item.

- i. Outstanding Items requiring expenditure -
  - To commit to replacement measure for handyman reduced service.
  - Work to trees.

- Cemetery drainage work.
- Approval of payments on schedule dated 23<sup>rd</sup> March 2020 totalling £1748.69 and signed at the meeting.

246. Staff Matters

Whilst it was noted that current restrictions would limit progress to be made a Personnel Panel to consist of Cllrs Mrs Cripps, Calderbank and Watts were appointed to recruit a new parish clerk on a proposal by Cllr Calderbank, seconded by Cllr Mrs Martin and **RESOLVED** by unanimous vote of the Council. It was noted that the Clerk will update job descriptions and specifications and support the process with no definite date for the vacancy to commence.

247. Close of Meeting - 19:55hrs

Chairman.....

Date.....