

**MINUTES OF THE EXTRAORDINARY PARISH COUNCIL MEETING
HELD AT PETERSMEAD AT 8PM ON WEDNESDAY 18TH MARCH 2020**

Present:

Cllr. V. Pitman (VP) Acting Chairperson
Cllr D. Faulkner (DF)
Cllr. D. Sowden (DS)

Apologies:

Cllr. M. Norvell (MN)
Cllr. R. Poole (RP)

Also in attendance:

Carly Payne (CP) & 2 members of the public

Declaration of Interest: None.

Emergency Coronavirus Business Continuity Motion:

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

- (a) Should the council be unable to meet for whatever reason, the Clerk (CP) will 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 Parish Councillors. A record of all decisions and expenditure incurred under delegated authority will be kept and reported to members by electronic means & when the council next meets.
- (c) The authority to decide the council's response to planning applications will be delegated to the Clerk (CP), in consultation with the Parish Councillors.
- (d) In the interest of staff, volunteer and public safety, the public Parish Council meetings will be suspended until advice from the government makes it safe to resume public meetings.
- (e) The provisions outlined in resolutions (a-d) above will override any requirements to the contrary in the council's standing orders, financial regulations or terms of reference.
- (f) In line with government advice, staff will be encouraged to work from home.
- (g) Should the Clerk (CP) be unable to perform her duties, the Parish Councillors will elect a deputy to assume the role of Proper Officer and RFO in an unpaid capacity.
- (h) The Clerk (CP), in consultation with the Parish Councillors, may incur expenditure from the reserve account where such expenditure will help the community's efforts to support those in need of assistance or prevent social isolation.
- (i) Should government allow councils to meet virtually (online), the council will take all reasonable steps to facilitate this.

In view of the unprecedented circumstances & advice from the government, this meeting was conducted with all present keeping fair distance (2m), with no contact & no sharing of documents. The two councillors not present due to their own circumstances were contacted electronically.

This motion was unanimously agreed for acceptance by all Councillors & therefore adopted with immediate effect.