

# SUTTON BRIDGE & WINGLAND PARISH COUNCIL

Due to medical emergency declared by the Government in respect of the Coronavirus pandemic, during the period when the Council is unable to meet, resolutions and matters to be brought to the attention of the Parish Council will be resolved via email. The clerk will keep a record of these matters, and any resolutions made through this process will be ratified at the next Parish Council Meeting. For transparency purposes, appropriate notes will be published on the Parish Council's website.

On 8<sup>th</sup> April 2020, the following resolutions were passed based on an absolute majority of those councillors responding. A record of councillors' responses is published separately.

## **Coronavirus Emergency Resolutions (to be ratified at the next Parish Council meeting)**

- CV3** It was resolved that 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 until further notice.
- CV4** It was resolved that the attendance by elected members and staff of the Parish Council at appointed outside bodies, training courses, or on relevant Parish Council business be subject to:
- a) cancellation by the lead body, organisation, or group; or
  - b) self-preservation; or
  - c) legislation.
- CV5** It was resolved that the Parish Council gives delegated authority to the clerk, in consultation with the chairman and vice-chair of the Parish Council to suspend any relevant Standing Order or Financial Regulation as necessary to ensure the smooth running and operation of the Parish Council, with the clerk to compile and maintain a list of such suspensions and reasons, which will be to be presented to councillors no later than the month following the suspension.
- CV6** It was resolved that the clerk, along with those 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 service delivery.
- CV7** It was resolved that the clerk, in consultation with chairman and vice-chair of the Parish Council be given additional delegated authority to:
- a) undertake such day to day duties as required in order to minimise disruption to service provision and ensure business continuity.
  - b) undertake any additional duties necessary in order to minimise disruption to service provision and ensure business continuity.
  - c) undertake decisive actions in respect of cancelling any meetings of the Parish Council, its committees, or working parties.
  - d) To undertake decisive actions in respect of managing events, facilities, and services, including if necessary, the authority to cancel, close, or suspend.
- CV8** It was resolved to authorise an increase in the spending limit of the clerk from £1,000 to £2,000 in respect of any emergency or Health & Safety matter. The clerk shall report such action to the chairman as soon as possible and to the council as soon as practicable thereafter.
- CV9** It was resolved that in the event that the Annual Parish Council Meeting is cancelled or postponed, the roles of chairman, vice-chairman and the existing committee structures (including the chairmanship of such) will remain in place until the next public meeting is called and held.
- CV10** It was resolved that for comment on planning application consultations, the existing planning policy email procedure will be implemented.
- CV11** It was resolved to delegate to the clerk the authority to update policy documentation and implement any necessary updates or changes as required
- CV12** It was resolved for councillors to receive a monthly joint annual report from the clerk/chairman/vice-chair updating councillors on all matters of Parish Council activity.
- CV13** The Council resolved on confidential matters relating to the clerk and the administrative assistants' terms of service.
- CV14** The Council resolved on confidential matters relating to the Litter Picker's terms of service.