

Please note these are notes of the meeting until approved by the Council as a true record

Minutes of the Extra Ordinary Meeting of the Full Council held on 23rd March 2020 at 10am in the Council Chamber, Franklin Hall, Halton Road, Spilsby.

Present :- Cllr Keziah Wood (Chairman)

Cllr L Day Cllr M Gibson Cllr S Haddock Cllr M Holland

Also present: Mrs Y smith (Town Clerk)

34. Apologies

It was agreed that no apologies were necessary as Councillors were told not to attend only to make the meeting quorate.

35. Declarations of Interest Under the Localism Act 2011

None.

36. Notes from the Full Council Meeting held 27th February 2020.

It was **RESOLVED** to accept the notes as a true record of the meeting.

37. It was **RESOLVED** to move to closed session to discuss business contingency matters.

38. Minutes arising from confidential item.

It was **RESOLVED** that the following be adopted;-

a) **Attendance of events by Members / Staff**

That the attendance by elected Members and members of staff of the Town Council at appointed outside bodies, training courses or on relevant Town Council business be subject to a) cancellation by the lead body, organisation or group; b) self preservation or c) legislation.

It was noted where possible non attendance through personal or corporate choice is decided, apologies be submitted by individual(s).

b) **Authority to Deputy Clerk**

That in any Standing Order or Financial Regulation of the Town Council where delegated authority is already given to the Town Clerk & RFO, such authority will also be delegated to the Deputy Clerk for a **no longer than 4 months**.

c) **Suspension of Standing Orders / Financial Regulations**

Due to the uncertainty in respect of the spread of the Covid19 / Corona Virus and in order to limit any risk to members of the public, elected Members or members of staff, notwithstanding relative Government legislation or medical body or relevant public body advice or best and safe practice, the Town Council suspends relevant Standing Orders and Financial Regulations as necessary for a period of **no longer than 4 months**, with the Town Clerk / Deputy compiling / maintaining a list of such suspensions and reasons to be presented to a future meeting of the Employment and Governance Committee.

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ACTION- Town Clerk to make a list of suspensions.

d) **Additional Delegated Authority – staff members**

That the Town Council gives additional **delegated authority** for a period of **no longer than 4 months** (notwithstanding relative Government legislation or medical/relevant body advice or best/safe practice)) to the Town Clerk and / or the Deputy Clerk, in consultation with the Mayor and Deputy Mayor or the Chairman / Vice Chairman of the respective substantive committees (i.e. Employment and Governance, Community Action, Allotments and Cemetery) to:

- 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 Town Council, its committees or working groups.
- iv) To undertake decisive actions (within legal constraints and with the best intentions of public safety and to promote infection control) in respect of cancelling events or gatherings within Council operated properties (i.e. office);

e) **Annual Council Meeting / Annual Parish Meeting**

Where any cancelation of meetings has a direct impact on the Annual Meeting of the Town Council (scheduled for 28th May 2020), the roles of Mayor, Deputy Mayor and the existing committee structures (including the chairmanship of such) will remain the same until a suitable and safe public meeting is called and held.

Where any cancelation of meetings has a direct impact on the holding of the Annual Parish Meeting, the Town Council will hold such meeting at a future date.

It is noted that whilst the above decisions are contrary to existing legislation (as of 16th March 2020) the Town Council has made this decision in order to place public safety at the forefront.

f) **Orders for Payment**

That the Town Clerk along with those elected Members with responsibility for authorising / signing 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 to be made at the earliest and safest opportunity;

g) **Planning Matters**

That the Town Council authorises the planning committee to deal with planning applications via email and gives delegated power to the Town Clerk & RFO to collate responses and submit to ELDC (on a majority basis). (already in place but needs Resolving)

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h) **Budgetary Control and Authority to Spend**

To authorise an increase in the spending limit to the Town Clerk (in conjunction with the Chairman of the Council or Chairman of the appropriate committee from any item below £1,000 to any amount below £ 5,000 in respect of any emergency or Health & Safety matter.

i) **Staffing Matters – Annual Appraisals**

Whilst there is time limited recognition that annual staffing reviews and potential remuneration is necessary, following discussion and written receipt of staff agreement it is proposed that annual staffing reviews be delayed and any monetary awards be backdated (once/if approved) to 1st April 2020.

j) **Policy Updates**

That delegation is afforded to the Town Clerk to update policy documentation where revision dates are the only necessary updates and such updates to be ratified by the Town Council at a future meeting. Where any legislative changes are necessary, the Town Clerk will update relevant documentation and implement any necessary changes.

k) **General Updates**

To keep elected Members (via email) and members of the public (via the Town/Parish Council website, Facebook and notice boards (where / when relevant and practicable)) updated on advice from (and as relevant):

- the World Health Organisation
- Central Government
- the NHS
- Lincolnshire Emergency Planning Team
- the National Association of Local Councils (NALC)
- the Lincolnshire Association of Local Councils (LALC)
- the Institute of Crematorium and Cemeteries Management (ICCM)
- the National Allotments Association
- and any other recognised public or national body

The Chairman closed the meeting at 10.15am