

Emergency plans for Colgate PC – agreed and adopted on 25th March 2020.

V2 -amendment to banking procedures adopted 27th March -see appendix 1

Aim: to maintain as much business as possible whilst adhering to the new Govt restrictions in respect of Corona. This will be a fluid policy and must have the flexibility to move with the new Govt recommendations.

FACTS:

PC meeting must be conducted in public.

Annual meeting must be held in public between March and May. This is at odds with Govt advice for personal safety.

The public are asked to self-distance as much as possible and self-isolate when unwell or living with someone with the symptom of Corona virus.

I recommend we stop meetings (including the Annual Meeting) and only call extraordinary meeting when required much as we do for planning meeting. Any business should be conducted during these meeting.

UPDATE: Nalc have written (23rd March 2020) suggesting that no meeting take place in person and all decisions to be made via email and not in public. This could leave councils open to legal action but in this unprecedented times, **NALC's opinion is that the likelihood of a successful legal challenge is low.**

However if meetings have to take place in public-

Meeting will only take place in the village hall. Windows and doors to remain open

If weather allows meeting should be held outside.

Maximum of 3/4 members to attend to ensure the meeting is quorate.

70 year old and above councillors should self-distance during the corona virus crisis and not attend meetings.

People must be at least 2m (3 steps) away from each other.

Councillors should bring their own hand sanitiser if they have any.

Consideration be given to standing during the meeting instead of sitting. This reduces meeting times and lessen the spread of the virus by not using chairs and possible tables. This is only acceptable for short meetings of 15mins-30mins.

Councillors to bring their comments to the meeting for discussion and then all comment sent to Clerk, Chair, Christine (planning) Steve Davies (finance) via email. The object of the face to face meeting would be there for the public and to object or approve the application in the case of planning.

Annual Return

It is hoped that the dates for the annual return completion will be delayed. Awaiting advice from NALC.

Internal audits are to be carried out remotely. If timescales are not altered a meeting in June will be required to sign the Annual return off. Max of 3-4 councillors (chair or vice chair needs to sign the Annual return off)

Additional measures in order to keep business going- to be agreed on 25th March 2020 via email. Any decisions that are not written in the SO or FR, the Clerk will seek agreement via email during this unprecedented time. Agreement from at least 3 councillors is required to allow the action. All votes will be filed in a voting folder.

Certain decisions could be delegated to the clerk, in consultation with the chairman and vice-chairman, and one other councillor to reflect a quorate decision as a contingency plan in case council meetings are postponed due to the coronavirus.

These would include agreeing payments that have not been agreed in the budget such as emergency payments and any other business that is deemed to keep the Parish Council working during the Corona virus crisis. The Clerk must always liaise with all councillors via e mail and there must be support from at least 3 councillors in writing

Cheques will still need to be signed. The clerk will hold securely a cheques book with one signature on the cheque already. When a payment is needed the clerk will need to obtain a second signature. This must follow the Govt ruling on self-distancing. Cheques for insurance cover etc.... will be included in this.

Agree that all council business will be conducted via email for the time being and until new guidelines are received by Govt.

Agree that all scheduled meetings are cancelled, and only extraordinary meeting will take place on an as and when basis unless Govt confirms meetings can be held virtually. For example, the Annual Return will need to be signed off. An Annual Meeting may still have to be held before the end of May. However, in the meantime the Clerk will publish the Annual meeting report and share on website and Facebook once councillors have read and made any comments on the report.

Agree to keep meetings to a minimum but if a meeting is vital all attendees to adhere to the self-distancing rules. (2m distance between people and in the open air if weather allows)

Agree the Colgate Emergency plan which will be altered and updated to keep up with Govt directives and will be implemented during the Corona Virus crisis only

Litter picker – [REDACTED]

[REDACTED]

Emergency policy- Voluntary groups.

The Clerk will direct any queries about community help groups to the appropriate groups within the village as well as all the national help lines. These are also listed on the website. The Clerk will continue to research all the groups in the area.

The Clerk- Should the Clerk have to go off sick, the Chair has a sealed envelope with passwords so the councillors can access the laptop and email system. The laptop and cheque are located at 36 Leighlands, Pound Hill, RH10 3DW.

Amendment -v2 BANKING AGREED 27TH March 2020

AGREE -Instead of one signature on the cheque the clerk will collect 2 signatures on a cheque so long as the payee is completed prior to signatures being added. Final payment value can be added once confirmed. Approx payment value can be written on the cheque stub in the absence of an invoice.

AGREE-If the actual value exceeds the anticipated value by more than £50 then additional authorisation should be required and an additional authorisation should be from either Sheila Marley or Steve Davies by email so it is documented for future reference if required.

AGREE -Have 2 blank cheques with one signature on so if an unexpected payment does arise only one extra signature is required.

Signatories to use their own pens and social distancing rules will apply.