

COLGATE PARISH COUNCIL

Councillors are summons to an Extraordinary Meeting which will be held on 25th March at
after the planning meeting at Colgate Village Hall

The public should be aware that being present at a meeting of the Council or one of its
Committees or Sub-Committees will be deemed as the person having given consent to being
recorded (photograph, film or audio recording) at the meeting, by any person present.

Agenda

1. Emergency Planning

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.

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)

21/03/2020- Original signed by Clerk

Mrs B Clayden, Colgate Parish clerk

36 Leighlands, Pound Hill, Crawley, West Sussex, RH10 3DW

Clerk@colgatefaygate.com

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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

Original agenda signed by the clerk.....20/3/20

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