

# Snettisham Parish Council

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Dear Councillor

You are summoned to an extraordinary meeting of Snettisham Parish Council to be held on Tuesday 24<sup>th</sup> March 2020, at **5.30pm** in the Memorial Hall, for the purpose of transacting the following business. **Please note the change of usual time and day.**

*Note: This meeting has been agreed between the Chairman and Clerk to provide arrangements to help Council function during the current corona virus outbreak. The meeting is, as legally required, open to the public. Any parishioner wishing to attend may, of course, do so, but the matters are administrative, and there will be no public question time. Council is attempting to ensure that it has procedures in place to deal with what is required, until such time as the Government makes alternative arrangements. To that end, we would urge anyone who wishes to attend to be aware that there may be restrictions on them on the grounds of public health. Minutes will be made available asap on the website.*

*Please also note that, at the time of preparation, the April meeting is very unlikely to be held.*

Simon Bower, Clerk to Council, 19<sup>th</sup> March, 2020

## AGENDA

1. Receive **Declarations of interest** on agenda items.
2. Receive and consider **apologies** for absence
3. Consider amendments to standing orders and other policies (of a temporary nature) to provide for the continuing function of Council during the current Coronavirus outbreak
  - a) Consider proposals listed below
  - b) Consider any additional requirements
4. Consider delaying the appointment of an Administrative Assistant
  - a) Approving limited overtime for the Clerk in lieu of that appointment
5. Consider confirming date of **next Council meeting**



*Proposed amendments to Council policies:*

- *The Policy amendments to be temporary until August 1<sup>st</sup>, 2020 unless:*
  - *made redundant by changes to Local Council rules by the Government;*
  - *extended/amended by a further legally convened meeting of Full Council; or*
  - *a declaration that the current emergency is over is made by the Government*
- *They shall, for that time period, override the relevant Policies which Council has in place*
  
- *Delegation of powers to the Clerk:*
  - *This to include increased powers of spending authority to £1,000 for those matters already within his delegated powers in Financial Regulations.*
  - *To allow the Clerk spending of up to £350 to support properly constituted local groups in their support of the local community relating to the virus outbreak.*
  - *Beyond this, the Clerk to be permitted to make arrangements relating to the continuing functions of Council, as he sees fit, subject to*
    - *These being emailed to all Councillors, or explained by phone if necessary*
    - *Written approval (by email) of any two of Chair, Vice-Chair and Lead Cllr of Finance,*
    - *There being no written objections by more than four Councillors*
- *Any actions undertaken by the Clerk under these extended powers shall be reported weekly to Councillors and on the website.*
- *Financial summaries shall be prepared as for monthly meetings, and payments dealt with under current rules, or, if necessary, these extensions. Safe arrangements for cheque payments should be made.*
- *Planning responses – all planning responses shall be dealt with under the Planning Protocol arrangements for consideration outside of formal meetings*

Note to public:

Current Local Government Legislation requires meetings to be held for any Council decision – there is no provision for “virtual” meetings. Given advice to limit all interaction, these proposed amendments are in line with advice received from the National and Local Associations of Local Councils and Norfolk Parish Training and Support.

