

ALDBOURNE PARISH COUNCIL
MINUTES OF THE EXTRAORDINARY PARISH COUNCIL MEETING
HELD ON SATURDAY 21 MARCH 2020
IN THE MEMORIAL HALL, ALDBOURNE

Present

Cllr. A. Edmonds (Chair), Cllr. C. Williams (Vice Chair)
Cllr. W. Brown, Cllr. H. Bland, Cllr. M. Cheney, Cllr. S. Henderson, Cllr. B. Hill, Cllr. P. Lawler,
Cllr. J. Rayner

In attendance: 1 member of the public

20/E1. Apologies for absence

Apologies for absence were received from Cllr. A. Deuchar, Cllr. L. Harris, Cllr. N. Josephy,
Cllr. S. Muirhead, Cllr. L. Smitten

20/E2. Resolution to approve the following emergency measures to allow the Council to comply with statutory or commercial deadlines in the event that is not possible to convene a meeting of Council in reasonable time.**i) General duties**

It was **RESOLVED** unanimously that in response to the COVID-19 outbreak in the UK and in the event that it is not possible to convene a meeting of the Council in a reasonable time, the clerk shall have delegated authority to make decisions on behalf of the Council where such decision cannot reasonably be deferred and must be made in order to comply with a commercial or statutory deadline. This will be carried out where possible in consultation with the Chair and Vice Chair initially and then other members after that as/if when required. Communication will be by electronic means or telephone. The delegation does not extend to matters expressly reserved to the Council in legislation or in its Standing Orders or Financial Regulations. Any decisions made under this delegation must be recorded in writing and must be published in accordance with the relevant regulations. Any decisions taken during this period are to be formally approved at the first Council meeting following the emergency measures. This delegated authority ceases upon the first meeting of the Council after the council meeting at which the delegation was put in place

i) Payments

It was **RESOLVED** unanimously that financial regulations currently allow for the clerk to spend up to £300, regardless of whether or not there is budgetary provision for the expenditure. In the event that it is not possible to convene a meeting of the Council in a reasonable time cheques will continue to be signed by any two existing bank signatories. The clerk will make a note on the cheque stub and invoice that they are being signed during the time that meetings cannot be held. Each signatory to sign the cheque and initial the invoice. Signatories do not need to be together when they sign. Once cheques/invoices are signed they are to be returned to the clerk to be sent out to the payees. Cheques will be sent once a month and a schedule of payments will be sent to all councillors each month that no meeting is held to show payments made/received. This is to enable Council business to continue. Any payments made during this period are to be formally approved at the first Council meeting following the emergency measures

There being no other business the meeting closed at 10:38 am

Signature of the Chair: _____ 2020