

MINUTES

For the Extraordinary Meeting of Parish Council, held on Saturday 21st March 2020

Meeting Number 20.351

20.351.1 To Receive any apologies for non-attendance

Councillors Davis (SD), Donne (HD), Whitfield (RW), Stafford-Allen (RSA) and Mullane (NM) were all present. Councillor Bohm (DB) sent her apologies as she is self-isolating, which was accepted.

20.351.2 To Receive any declarations of interest

There were none reported.

20.351.3 Resolution: To Approve the empowerment of the Clerk or RFO to do anything expedient and necessary to ensure the continuous business of the Council, and to deal with mandatory undertakings in order to prevent the authority from incurring liability during the period that the delegation is applicable. Delegation is proposed to take effect immediately up to 31st May 2020, at which point the action shall be reviewed (SD)

SD highlighted the need to ensure that the Parish Council can continue to run during this emergency situation and outlined the resolution above. The RFO is in place as a contingency in case the Clerk is not able to fulfil her duties. All information and requests for approval will continue to be discussed with the full Parish Council, depending on their own situations.

The resolution to approve the empowerment of the Clerk or RFO to do anything expedient and necessary to ensure the continuous business of the Council, and to deal with mandatory undertakings in order to prevent the authority from incurring liability during the period that the delegation is applicable. Delegation is proposed to take effect immediately up to 31st May 2020, at which point the action shall be reviewed was proposed by SD and seconded by NM. It was supported unanimously by the Council.

20.351.4 Resolution: To Approve the following invoices for payment

The resolution to approve the below invoice was proposed by SD and seconded by RSA. It was supported unanimously by the Council.

Payee	Purpose	Total payable incl VAT	Budget Line
Clerk (J Mullane)	Clerks pay - March 2020	-*	Staff Costs/Clerks Salary

*Pre approved by the FG & HRG

Action: Clerk to update invoice log with approvals and amended budget category.

Action: Clerk to initiative request for payments from Councillors.

Action: Councillors to process online/cheque payment requests.

20.351.5 Resolution: To Approve the setting up of a monthly standing order for the Clerks pay for the financial year April 2020 - March 2021 at the pre-agreed pay rate (HD)

HD requested approval to set up a standing order for the Clerks pay for the next financial year. When NALC have approved any uplift figure in relation to the Clerks pay it will be re-examined.

HD also highlighted that if the Clerk is unable to fulfil her duties due to illness the Council will still pay her salary, should it result in a long term illness the Council will review the situation (subject to the contract of employment).

The resolution to approve the setting up of a monthly standing order for the Clerks pay for the financial year April 2020 - March 2021 at the pre-agreed pay rate was proposed by HD and seconded by RSA. It was supported unanimously by the Council.

Action: HD/DB/SD to set up standing order for clerks pay for financial year April 2020 – March 2021.

Meeting ended: 10.15

Minutes Approved:.....Dated.....