

TILNEY ST LAWRENCE PARISH COUNCIL

Due to medical emergency declared by the Government in respect of the Coronavirus pandemic, during the period when the Council is unable to meet, resolutions and matters to be brought to the attention of the Parish Council will be resolved via email. The clerk will keep a record of these matters, and any resolutions made through this process will be ratified at the next Parish Council Meeting. For transparency purposes, appropriate notes will be published on the Parish Council's website.

On **10th April 2020**, the following resolutions were passed based on an absolute majority of those councillors responding. A record of councillors' responses is published separately.

Coronavirus Emergency Resolutions (to be ratified at the next Parish Council meeting)

CV1 It was resolved to approve payments as below.

Payments to: **03/04/2020**

Vchr	Type/No.	Inv. Date	Payee/Payer	Transaction Description	Net	VAT	Gross
1	BP	31/03/20	Clerk	Salary March - SCP	£ 554.30	£ -	£ 554.30
1	BP	31/03/20	Clerk	Travel	£ 22.05	£ -	£ 22.05
2	BP	31/03/20	HMRC	PAYE	£ 80.40	£ -	£ 80.40
3	DD	01/04/20	King's Lynn IDB	Brickyard Agricultural Drainage Rates	£ 29.88	£ -	£ 29.88
				Total	£ 686.63	£ -	£ 686.63

CV2 It was resolved that the Parish Council considers public and personal safety to be of the utmost importance, as such all public meetings are cancelled until further notice.

CV3 It was resolved that the attendance by elected members and staff of the Parish Council at appointed outside bodies, training courses, or on relevant Parish Council business be subject to:

- a) cancellation by the lead body, organisation, group; or
- b) self-preservation; or
- c) legislation.

CV4 It was resolved that the Parish Council gives delegated authority to the clerk, in consultation with the chairman and vice-chairman of the Parish Council to suspend any relevant Standing Order or Financial Regulation as necessary to ensure the smooth running and operation of the Parish Council, with the clerk to compile and maintain a list of such suspensions and reasons, which will be to be presented to councillors no later than the month following the suspension.

CV5 It was resolved that the clerk, along with those members with delegated responsibility for the authorising and signing of payments, put measures in place, with robust transparency processes, to ensure effective business continuation and to minimise impact on service delivery.

CV6 It was resolved that the clerk, in consultation with chairman and vice-chairman of the Parish Council be given additional delegated authority to:

- i. undertake such day to day duties as required in order to minimise disruption to service provision and ensure business continuity.
- ii. undertake any additional duties necessary in order to minimise disruption to service provision and ensure business continuity.
- iii. undertake decisive actions in respect of cancelling any meetings of the Parish Council, its committees, or working parties.
- iv. To undertake decisive actions in respect of managing events, facilities, and services, including if necessary, the authority to cancel, close, or suspend.

CV7 It was resolved that in the event that the Annual Parish Council Meeting is cancelled or postponed, the roles of chairman, vice-chairman and any existing committee structures (including the chairmanship of such) will remain in place until the next public meeting is called and held.

CV8 It was resolved that for comment on planning application consultations, the existing planning policy email procedure will be implemented.

CV9 It was resolved to delegate to the clerk the authority to update policy documentation and implement any necessary updates or changes as required

CV10 It was resolved for councillors to receive a monthly joint report from the clerk/chairman/vice-chair updating councillors on all matters of Parish Council activity.