

Market Deeping Town Council
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Town Clerk: Mrs S Lydford



27th March 2020

TO: ALL COUNCILLORS

THE FOLLOWING MOTIONS HAVE BEEN RESOLVED BY EMAIL CONSENSUS AND WILL BE RATIFIED AT THE NEXT POSSIBLE FULL COUNCIL MEETING

SCHEDULE OF EMERGENCY RESOLUTIONS

IT WAS RESOLVED

1 SAFETY STATEMENT - MEETINGS

That the Town Council recognises and agrees that no business, meeting, service provision or service delivery of the Authority is of any importance **above that** of public and personal safety. As such all scheduled public meetings will be cancelled for an **initial 4 month period** (or as circumstances dictate).

IT WAS RESOLVED

2 ATTENDANCE OF EVENTS BY ELECTED MEMBERS / STAFF

That the attendance by elected Members and members of staff of the Town Council at appointed outside bodies, training courses or on relevant Town Council business be subject to:

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

It was noted that where possible and when non-attendance through personal or corporate choice was decided, apologies should be submitted by individual(s).

IT WAS RESOLVED

3 AUTHORITY TO DEPUTY CLERK

That where, in any Standing Order or Financial Regulation of the Town Council where delegated authority is already given to the Town Clerk, such authority also be delegated to the Deputy Clerk for a period of **no longer than 4 months** (or as circumstances dictate).

IT WAS RESOLVED

4 SUSPENSION OF STANDING ORDERS / FINANCIAL REGULATIONS

That the Town Council gives delegated authority to the Town Clerk in consultation with the Mayor/Deputy Mayor or the Chairman of the respective substantive committees (i.e.

Amenities & Open Spaces, Planning & Highways, Town Hall & Cemetery, Finance and Personnel) to suspend any relevant Standing Order or Financial Regulation as necessary to ensure the smooth running and operation (wherever possible) of the Town Council for a period of **no longer than 4 months** (or as circumstances dictate), with the Town Clerk / Deputy Clerk to compile and maintain a list of such suspensions and reasons which will be presented to a future meeting of the Full Council for scrutiny.

IT WAS RESOLVED

5 ADDITIONAL DELEGATED AUTHORITY – STAFF MEMBERS

That the Town Council gives additional **delegated authority** for a period of **no longer than 4 months** (notwithstanding relative Government legislation or medical/relevant body advice or best/safe practice) to the Town Clerk and/or the Deputy Clerk, in consultation with the Mayor and Deputy Mayor or the Chairman of the respective substantive committees (i.e. Amenities & Open Spaces, Planning & Highways, Town Hall & Cemetery, Finance and Personnel) to:

- i) undertake day to day duties (wherever possible and within legal constraints and with the best intentions of public safety and to promote infection control) in order to minimise disruption to service provision and ensure business continuity;
- ii) undertake any additional duties necessary (wherever possible within legal constraints and with the best intentions of public safety and to promote infection control) in order to minimise disruption to service provision and ensure business continuity;
- iii) undertake decisive actions (within legal constraints and with the best intentions of public safety and to promote infection control) in respect of cancelling any meetings of the Town Council, its committees or working groups; and
- iv) To undertake decisive actions (within legal constraints and with the best intentions of public safety and to promote infection control) in respect of cancelling Council organised events or gatherings.

IT WAS RESOLVED

6 ANNUAL COUNCIL MEETING / ANNUAL TOWN MEETING

That as the cancellation of meetings has a direct impact on the Annual Meeting of the Town Council (scheduled for 13th May 2020), the roles of Mayor, Deputy Mayor and the existing committee structures (including the chairmanship of such) will remain the same until a suitable and safe public meeting is called and held.

Where any cancellation of meetings has a direct impact on the holding of the Annual Town Meeting, the Town Council will hold such meeting at a future date.

It is noted that whilst the above decisions are **contrary to existing legislation** (as of 23rd March 2020) the Town Council has made these decisions in order to place public safety at the forefront.

IT WAS RESOLVED

7 ORDERS FOR PAYMENT

That the Clerks email information regarding payments to Councillors for payment approval and that the Town Clerk, along with those elected 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 local service delivery and local business with ratification by the Town Council to be made at the earliest and safest opportunity.

IT WAS RESOLVED

8 PLANNING MATTERS

That the Town Council authorises the Planning Committee to deal with planning applications via email and gives delegated power to the Clerks to collate responses and submit to SKDC (on a majority basis).

IT WAS RESOLVED

9 BUDGETARY CONTROL AND AUTHORITY TO SPEND

To authorise an increase in the spending limit to the Town Clerk in consultation with the Mayor and Deputy Mayor or the Chairman of the respective substantive committees (i.e. Amenities and Open Spaces, Planning & Highways, Town Hall & Cemetery, Finance and Personnel) from any item below £500 to any amount below £ 2500 in respect of any emergency or Health & Safety matter.

IT WAS RESOLVED

10 STAFFING MATTERS – ANNUAL APPRAISALS

That whilst there is time limited recognition that annual staffing reviews and potential remuneration is necessary, be delayed and any monetary awards be backdated (once and if approved) to 1st April 2020.

IT WAS RESOLVED

11 POLICY UPDATES

That delegation is afforded to the Clerks to update policy documentation where revision dates are the only necessary updates and such updates to be ratified by the Town Council at a future meeting. Where any legislative changes are necessary, the Town Clerk will update relevant documentation and implement any necessary changes.

IT WAS RESOLVED

12 GENERAL INFORMATION UPDATES

To keep elected Members (via email / telephone calls) and members of the public (via the Town/Council Facebook page, website and notice boards (where/when relevant and practicable)) updated on advice from (and as relevant):

- i) the World Health Organisation
- ii) Central Government & the NHS
- iii) Lincolnshire Resilience Forum (LRF) / Emergency Planning Team
- iv) the National Association of Local Councils (NALC)
- v) the Lincolnshire Association of Local Councils (LALC)

- vi) the Institute of Crematorium and Cemeteries Management (ICCM)
- vii) any other recognised public or national body.

Sarah Lydford, Town Clerk for and on Behalf of
Market Deeping Town Council