

## Draft minutes of the extraordinary meeting of the Council held on 25 March 2020 from 7.30pm

### In order to comply with Government advice, this meeting was held by conference call

**2003/1 Present:** Cllrs S Welch (Chairman), N Nicholas, E Butler, J McAllister, D Dickinson, D McQueen, A Robertshaw, and the Clerk M Pearson. One member of the public attended.

**2003/2 Apologies:** County Cllr Stan Lumley and Borough Cllr Tom Watson.

**2003/3** The emergency decision to involve the Council in the support effort for the vulnerable within the Parish during the Coronavirus pandemic ("the Volunteer Scheme"), and specifically the use of the Parish Council logo on printed materials, made on 21 March 2020, was ratified.

**2003/4** The Council expressed its gratitude to the many people and local organisations that have acted quickly to set up and administer the Volunteer Scheme.

It was agreed that the Council would continue to endorse and further support the Volunteer Scheme through the use of its logo, publicity for the scheme and financial support in the form of a £500 initial budget for the Council to facilitate the purchase of equipment, printed materials or to cover other Volunteer Scheme expenses as they arise and to the extent that these are not covered by other funding.

This was agreed subject to:

- reasonable precautions being taken by those participating in and coordinating the Volunteer Scheme at all times, following the relevant Government advice and guidance prepared for the Volunteer Scheme;
- appropriate safeguarding checks being in place for those participating in the Volunteer Scheme (to include checking existing DBS (Disclosure & Barring Service) checks as necessary); and
- full Council risk assessments being prepared and, on the expectation that the Volunteer Scheme may develop and change over time, updated regularly.

It was agreed that the first draft risk assessments would be circulated to Councillors with a view to adopting at the next meeting (30 March 2020); **Clerk to circulate**.

A review of the risk assessments should then be carried out every two weeks starting from 8 April 2020; **Cllr Robertshaw to action**.

**2003/5** In order to ensure the operation of the Council during the Coronavirus pandemic, it was agreed that the Council would delegate the making of emergency decisions to the Clerk. This includes anything 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 and is to be in consultation with the Chairman, Vice-Chairman and Councillors as far as reasonably possible.