

Emergency arrangements for continuation of essential work of Stow Longa Parish Council during the period of Coronavirus

Due to the impact of COVID19 The Council and the Clerk acting together, proposed arrangements to enable the essential business of Stow Longa Parish Council (SLPC) to be carried out, with due regard for the health and safety of our residents, service users, Councillors and employee.

Given the advice from the government on social distancing, all Councillors were sent the proposals and they emailed to state whether they agreed to those arrangements. Formal ratification will be sought at the first public Council meeting we are able to hold.

SAFETY STATEMENT – MEETINGS

Stow Longa Parish 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 the following proposal is made:

AGREED: All scheduled public meetings will be cancelled for an **initial 3 months period until the end of Jun 2020** (or as circumstances dictate).

The Parish Council will hold virtual meetings starting from Apr 2020.

Notices will be put on the Parish Council Boards announcing the cessation of meetings and directing residents to the Parish Council website for more information.

SUSPENSION OF STANDING ORDERS / FINANCIAL REGULATIONS

AGREED: SLPC gives delegated authority to the Clerk as our Responsible Financial Officer (in consultation with any two of the Chairman/Vice Chairman/Any Councillor to suspend any relevant Standing Order or Financial Regulation as they judge to be necessary to ensure the smooth running and operation (wherever possible) of the Parish Council for a period of **no longer than 3 months** (or as circumstances dictate). The Clerk will compile and maintain a log of such suspensions and reasons; the log will be presented to a future meeting of the Parish Council for scrutiny.

ANNUAL COUNCIL MEETING / ANNUAL PARISH MEETING

As meetings are to be cancelled this will affect these initially.

Council will be holding virtual meetings on the 3rd Wed in April and monthly following this date and

The Annual Meeting of the Parish Council (scheduled Wed 20 May 2020) will be postponed.

The Annual Parish Meeting scheduled for Wed 20 May 2020.

In this case, the roles Chair, Vice Chair and the existing committee and advisory group structures (including the chairmanship of such) will remain the same until a suitable and a safe public meeting is called and held.

*It is noted that whilst the above decisions are **contrary to existing legislation** (as of 20th March 2020) the Parish Council has made these decisions in order to place public safety at the forefront.*

INVOLVEMENT OF PARISHIONERS

Published on 31 Mar 2020 by Stow Longa Parish Council

AGREED BY COUNCILLORS BY EMAIL

For ratification at first public meeting available

This document will be reviewed as necessary

Emergency arrangements for continuation of essential work of Stow Longa Parish Council during the period of Coronavirus

If any Parishioner has a matter that they would like to be raised at any virtual meeting, they should contact the Clerk or the Chairman at stow.longa.mgh@gmail.com and they may be given the details of the next virtual meeting to present the matter concerned.

ORDERS FOR PAYMENT

AGREED: That the Clerk, along with those Councillors with delegated responsibility for the authorising and signing of payments including wages, puts 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 Council to be made at the earliest and safest opportunity. It was agreed to discuss this at the first virtual meeting of the Parish Council.

PLANNING MATTERS

AGREED: That the Council authorises the Planning Committees which consists of all 5 parish Councillors to deal with planning applications via email and gives delegated power to the Clerk to collate responses and submit to HDC (on a majority basis).

BUDGETARY CONTROL AND AUTHORITY TO SPEND

AGREED: In respect of any emergency or Health & Safety matter to authorise an increase in the spending limit to the Clerk in consultation with any two of the Chairman / Vice Chairman and Any Councillor of the respective substantive committees and Advisory Groups (i.e. Admin, Planning, Personnel which consist of all parish Councillors) from any item below £500 to any amount below £ 1,000.

AGREED: The Clerk will pay staff payments and HMRC in line with the normal timescales. All such payments will be reviewed, and if necessary adjusted, at the earliest opportunity.

AUDIT The Clerk will prepare for the annual, statutory Audit and AGAR submission. She will seek advice from the Internal Auditor on the matter of the statutory deadlines for submission and public scrutiny of the accounts and will act as appropriate on any National Guidance on these matters that is issued to Councils.

CONTRACT AWARD

AGREED: That the awarding of essential new contracts be delegated to the full Parish Council (acting through email) using best value principles (noting best value does not mean the cheapest) with the decision to be ratified by the Council at a future date.

STAFFING MATTERS – ANNUAL APPRAISALS

AGREED: That annual staffing reviews be delayed and any monetary awards be backdated to 1st April 2020 (once and if approved).

POLICY UPDATES

AGREED: That delegation is afforded to the Clerk to update policy documentation where revision dates are the only necessary updates, such updates to be ratified by the Council at a future meeting. Where any legislative or operational changes in policies are judged to be

Published on 31 Mar 2020 by Stow Longa Parish Council

AGREED BY COUNCILLORS BY EMAIL

For ratification at first public meeting available

This document will be reviewed as necessary

Emergency arrangements for continuation of essential work of Stow Longa Parish Council during the period of Coronavirus

necessary, the Clerk will update relevant documentation and implement any necessary changes.

WORK OF PARISH CLERK

AGREED: That the Parish Clerk works her hours from home as usual.

AGREED: In the event that the Parish Clerk is unable to carry out her duties, the situation will be reviewed, and in full consultation with the Council appropriate measures put in place to ensure essential activities continue.

*Ms Ramune Mimiene
Clerk to Stow Longa Parish Council
8 Bernard Road
Brampton
Huntingdon
Cambs PE28 4RW
07596 163703
stowlongaclerk.pc@gmail.com
<http://www.stowlonga.org.uk/>*

Published on 31 Mar 2020 by Stow Longa Parish Council

AGREED BY COUNCILLORS BY EMAIL

For ratification at first public meeting available

This document will be reviewed as necessary