

St Dennis Parish Council
Minutes of the Extra ordinary Meeting held in the Clay
Tawc Centre on 23rd March 2020 at 6.00pm

The Chair welcomed all present to an Extra Ordinary Meeting of the Parish Council.

Present: Cllr Clarke (Chairman), Cllr Mr N Edmunds (Vice Chair), Cllr Harwood, Cllr Taylor, Cllr Mrs T Edmunds, Cllr Lodomez.

In Attendance: Lynn Clarke Clerk.

EO1/19 Apologies.

Cllr Richards, Cllr Howard. Apologies approved. Cllr Kelsey absent.

EO2/19 Declarations of Interest.

None Declared. Cllr Clarke reminded those present that if any other matter arises during the course of the meeting, advice should be sought from the clerk and the Chairman before continuing.

EO3/19 Public Participation.

No members of the public present.

EO4/19 Matters Arising – information only.

EO5/19 To discuss and agree the Scheme of Delegation Policy

Resolved – To accept the policy. Proposed by Cllr Mr N Edmunds seconded by Cllr Taylor all in favour.

EO6/19 To agree to activate the Scheme of Delegation and the Business Continuity Plan during the Coronavirus Pandemic.

Resolved – To activate both policies with the addition of the payment schedule being circulated and agreed via email before payments can be made. Proposed by Cllr Taylor seconded by Cllr Mr N Edmunds all in favour.

EO7/19 To agree to defer the Annual parish Meeting due to the coronavirus Pandemic and advice issued by Government.

Resolved – To defer the meeting and await further advice/guidance from Cornwall Association of Local Councils and the National Association of Local Councils and Government. Proposed by Cllr Mr N Edmunds seconded by Cllr Lodomez all in favour.

EO8/19 To agree the cancelation of all meetings for a period of time to be reviewed at the end of April.

Resolved – To not hold any meetings at the present time this will be reviewed in line with Government Guidance. Proposed by Cllr Harwood seconded by Cllr Lodomez all in favour.

Action – Clerk to email all Cllr's reminding them of the importance of regularly checking their email during the period when meetings are not being held.

EO8/19 To agree that decisions for non-urgent matters can be decided via majority vote on email in line with Standing Orders 3.R and for committee's Standing Order 5.d.viii.

Resolved – To make decisions via email the clerk will collate and record any decisions made and report back to Full Council. Proposed by Cllr Mr N Edmunds seconded by Cllr Taylor all in favour. **Action** - Clerk to investigate conference calling for any items that require discussion.

EO9/19 To discuss and agree advertisement for staff vacancy.

Resolved – To defer the advertisement of the casual labour position due to the current pandemic.

Administrative position – Clerk to write to applicants and advise that the review of applications has been deferred due to the pandemic and applicants will be kept informed. Clerk to change the closing date for applications to the end of April and review at this point. Proposed by Cllr Mrs T Edmunds seconded by Cllr Taylor all in favour.

EO10/19 Matters Arising that require immediate action.

- a) List of Emergency numbers have been collated to be circulated to all residents ClayTAWC have offered to print the list and the Parish Council will make a decision at a latter date of a contribution towards the cost.
- b) Closing of the Public Toilets – Due to the change in Government Advice in the last few days it was decided that for the safety of the public and the contractor the toilets must be closed. – **Action** clerk to liaise with the casual labourer and the contractor for the closure and place an item on our website and social Media.
- c) Closure of the Playing Field – Due to the change in Government Advice in the last few days it was felt that for the safety of the users and the community the park should be closed. – **Action** – Clerk to liaise with the Casual Labourer and place and article on the website and social media.
- d) Notice to be placed on the Cemetery Gate highlighting Government Advice on Social Distancing and reminding all that children should not be in the Cemetery unless supervised.
- e) Education Bursary Scheme - All applications to be anonymised and circulated to all of the Education Bursary Committee for a decision and delegation to the clerk. Proposed by Cllr Clarke seconded by Cllr Edmunds all in favour.

That in view of the confidential nature of the business about to be transacted, it is advisable in the public interest that the press and public be temporarily excluded, and they are requested to withdraw.

EO11/19 Confidential items –

Staffing – Administrators notice period and additional hours for the Casual Labourer Resolved – Proposed by Cllr Clarke seconded by Cllr Mr N Edmunds all in favour.

There being no other business to be transacted the Chairman closed the meeting at 18.45pm.

Signed:

DRAFT