

Woodmansey Parish Council

Cllrs Decision Making During the Coronavirus Emergency

Introduction

Following Government instruction banning public gatherings / meetings and in line with current guidelines for social distancing, the following **temporary measures** are to be put in place to ensure essential decision making is carried out by the Parish Council, in particular the payment of invoices received to ensure essential services are maintained (ie street lighting).

These measures will be reviewed by the Chair and the Parish Clerk on a monthly basis and if they are to be maintained for a further month, Cllrs will be duly advised by email by the Clerk.

The measures are designed to avoid physical contact between Cllrs / the Clerk / the public, wherever possible. In exceptional circumstances where face to face contact is required, social distancing rules need to be observed (2 metre at least and washing hands thoroughly after contact).

Where the Chair is not able to carry out their role due to illness, authority will be immediately delegated to the Deputy Chair. Where the Clerk is not able to carry out their role due to illness, the Chair will request a volunteer from Cllrs to stand in.

Members of the public should be encouraged and directed to use the Parish Council Website as much as possible to keep up to date with communications and also advise the Parish Council of urgent matters they wish to bring to the attention of Cllrs.

Cllrs should check their emails at least once a day and unless already provided, provide their telephone number to the Clerk and Chair.

- 1 Outstanding matters or new matters arising may be instigated by any Cllr or the Clerk and should be sent to the Clerk in the first instance who will ensure the full details of the matter are emailed to all Cllrs.
- 2 The Clerk will provide a timeframe for email or (if possible) conference call discussion between the Cllrs, (as agreed with the Parish Chair). The Clerk will ensure all Cllrs are engaged and given the opportunity to provide relevant comments and observations.
- 3 At the end of the discussion timeframe, the Clerk will request Cllr email approval for the matter to be carried / actioned. The number of approvals will depend on the matter in question, but should be a minimum of two Cllrs, and a maximum of three. The Clerk will seek the instruction of the Chair to determine the approval number needed depending on the matter in question. If Cllr approval is not provided in the timeframe, then the Chair will determine if it is necessary to delegate authority to the Clerk to action.

Monthly Financial Reporting

- 4 The Clerk will provide a monthly financial report as normal to Cllrs via email giving Cllrs the opportunity to question and query the finances.

- 5 Financial transactions (cheques) requiring signing will be sent by post or hand delivered in an envelope (subject to Government instructions on mobility) to one signatory who will then repeat to the second signatory, who will then post back to the Clerk for actioning. Face to face contact should be avoided where possible.

Planning Matters

- 6 Where planning applications are received during the emergency period, the Clerk should follow the same process of emailing applications to Cllrs allowing them a discussion timeframe as agreed with the Chair. At the end of the discussion period, the Chair will approve a final observation on each application which will be actioned in the normal way by the Clerk.

Monthly Minutes

- 7 The monthly minutes will be temporarily suspended and replaced by a summary of matters arising, key points of Cllr's discussion, outcome and action, all maintained by the Clerk.
- 8 Financial Records and Planning Applications should be published as normal in the document.
- 9 The Clerk will maintain a separate record of matters arising detailing summary of matter, discussion, approval, action and outcome. Copies of the record should be made available to Cllrs at all times.