

Garstang Town Council

Extra-Ordinary Minutes of the Town Council Meeting Held on 21 March 2020, 09.30 at the Library

Present: Chairman - Cllr Webster

Cllr Allan	x	Cllr Hynes	x	Cllr Ryder	✓
Cllr Brooks	x	Cllr Leech	✓	Cllr Salisbury	✓
Cllr Halford	✓	Cllr Mitchell	x	Cllr Webster	✓
Cllr Harter	x	Cllr Pearson	✓		

247(2019-20) Apologies for absence

Cllrs Allan, Brooks, Harter, Hynes, Mitchell

248(2019-20) Declaration of Interest

No declarations were declared.

249(2019-20) Coronavirus (COVID-19) and Council activities

Cllrs were asked to consider the Council's activities in the context of the Coronavirus (COVID-19) pandemic. The Clerk had received the following advice to date.

a) NALC (National Association of Local Councils) guidelines published 13/3/2020

It may be helpful to review your scheme of delegation to ensure it is fit for purpose and would ensure minimal disruption to the work of the council if councillors are not able to attend meetings and committees. For example, you may wish to consider if certain decisions could be delegated to the clerk, in consultation with the chairman and vice-chairman, as a contingency plan in case council meetings are postponed due to the coronavirus.

b) SLCC (Society Local Council Clerks) guidelines produced (published - not dated estimating 13/3/20-15/3/20)

Think about your Council's activities in the context of a "lockdown". In Italy restrictions have been put in place until 3rd April. If the same happened in the UK what must/can your Council still do? Paying staff and suppliers, keeping facilities running, pausing projects, cancelling events are the obvious things. For each Clerk their responsibilities will vary and the actions needed will vary. Make a list of your priorities and plan for how you will mitigate the risk/deliver the essentials.

Check your scheme of delegation – does it help you to ensure the Council continues running? Does your Council need to pass a resolution establishing a suitable delegation to the Clerk to keep things going? Suitable wording for the agenda might be "to consider extending the delegation of Council decisions to the Clerk during any period of restricted activity declared by the Government in respect of the Covid-19 virus. Such delegation to enable the Council to fulfil its responsibilities to its residents". This has a wide-ranging

scope and should be amended to suit your Council's activities and what must be done during a period of lockdown.

Resolved: That the delegation of Council decisions be delegated to the Clerk, in consultation with the mayor (chairman) and deputy mayor (vice-chairman) during any period of restricted activity declared by the Government in respect of the Covid-19 virus. Such delegation to enable the Council to fulfil its responsibilities to its residents'.

The Council **further resolved** that, where possible, prior to the Council decision being resolved, Town Cllrs views and their approval is sought by circulating a round robin email by the Clerk.

250(2019-20) Garstang volunteer force Initiative, Cllr Webster

Cllr Webster reported that she had attended the first Garstang Volunteer Initiative public meeting 16/3/20 along with Cllrs Allan, Leech and Pearson. The organizers of this initiative are looking for volunteers so they can help isolated, vulnerable and elderly people during the coronavirus crisis. The main priorities are to make sure these people are safe, fed and warm and they will be offering to order, collect and deliver their shopping. They have asked for the support of Garstang Town Council and the Lions to help them set up this initiative. They have specifically asked Garstang Town Council for a contribution of £200 towards the cost of setting up the Control Room to include mobile phones and SIM cards, stationary, flip charts, carbonised receipt books, paper and pens in order to execute this service. The organizers explained that all call handlers will be DBS checked and every call will be monitored. The areas covered by this scheme will be Cabus, Catterall, Churchtown, Nateby, Cabus, Forton and Garstang.

Will the Town Council support this initiative and donate £200?

Resolved: The Town Council approved the expenditure of £200 to Garstang volunteer force Initiative by using power Local Government Act 1972 s137, 'Power to spend a sum of money for the benefit of some or all of the parishioners.

Royal Bank of Scotland – cashbook 3

Cheque no. 000077

Cllr Wester - to forward the monies to Garstang volunteer force Initiative
200.00

Footnote for the audit trail

The Clerk is aware and noting, that as the TC did not have the power or resolution to make this payment on 16/3/20 at the monthly meeting, Town Cllrs funded the £200 between themselves. The £200 cash was given to the organiser Charlie Collinson on 17/3/20 (receipt no 01). Town Cllrs will be reimbursed for their contribution from Cllr Webster.

The meeting finished at 09.37