



meeting or to stay in the meeting to make representations and then leave the meeting prior to any consideration or determination of the item). Where a Member indicates that they have a prejudicial interest, but wish to make representations regarding the item before leaving the meeting, those representations must be made under item 6 (Village Voice);

2. Members of the public may attend and ask questions or make statements on matters of concern, whether or not they are on the agenda.

### **Issues outstanding**

Equal opportunities policy

Village audit

Standing Orders

Financial Regulations

Website policies

HR Committee Meeting

## **AGENDA ITEM 9**

### **TADDINGTON AND PRIESTCLIFFE PARISH COUNCIL (12 May 2020)**

#### **INTERIM ARRANGEMENTS - COVID 19**

##### **INTRODUCTION**

1.1 It would be sensible to make arrangements for the efficient conduct of the business of the Parish Council for the duration of the COVID 19 emergency.

1.2 There will be occasions when the Council has no option to hold a meeting, because the its legal obligations will continue, albeit in some instances on a delayed timetable. However, it would be easiest for all concerned if the number of actual meetings, even though online, were to be kept to a minimum.

##### **ISSUES**

2.1 There are two essential actions that the Parish Council needs to take on a routine basis:

- decision making, eg on planning applications, grants, contracts etc
- authorising expenditure.

2.2 It is also important that a degree of openness is maintained.

##### **LAW**

3.1 Under s101 Local Government Act 1972, the Council may delegate to an Officer (not an individual member) any of its powers and functions. There are exceptions to this, for example:

- setting the precept,
- appointing staff to key statutory functions
- approving final accounts

## **RECOMMENDATION 1**

4.1 That the Council delegates to the Clerk all its powers and functions other than those which in law can only be exercised by the full Council.

4.2 That before exercising her delegated powers, the Clerk shall consult with the Members of the Parish Council and act in accordance with the wishes of a majority of them; provided that the Clerk may waive her right to exercise her delegated power in any case where she believes the suggested course of action would be unlawful, improper or otherwise against the best interests of the Council, in which case the matter will be referred to the Council for decision.

4.3 That as far as practicable, a matter (other than a confidential matter) on which a decision is intended to be made under these arrangements shall first be published on the Parish Council's website. Once that decision is made, it shall also be recorded on the web-site.

## **EXPENDITURE**

5.1 Payments require a cheque signed by two authorised Councillors. A mechanism is needed to deal with payments during the period of the emergency. The Clerk will advise.

## **RECOMMENDATION 2**

6.1 That the Parish Council approve arrangements for the payment of invoices during the present situation

