

# VIRTUAL EXTRAORDINARY BAMPTON PARISH COUNCIL

## MINUTES OF COUNCIL MEETING ON 25<sup>th</sup> MARCH 2020 AT 7PM VIA TEAMS

PRESENT ONLINE: Cllrs J Allinson (Chair), D Clarke, P Smith, S Homer, R Smith, S McLaren, P Foster, R McBrien, H Rainey.

IN ATTENDANCE: Mrs C Street (Clerk).

47/2020 Apologies for absence: Cllrs D Bamber, S Taylor

48/2020 Extraordinary meeting: This meeting is being held following OALC's advice during corona virus outbreak period of social isolation. Whilst it is currently not legal to hold a virtual parish council meeting, under the circumstances OALC recommended meeting virtually is better than not meeting at all. We are required to delegate powers to an emergency committee & the clerk so that in the event councillors are unable to meet the parish council can still carry out statutory functions.

49/2020 Formation of emergency committee:

- It was agreed to delegate essential decision making powers to a quorate emergency committee of the clerk, Jacky Allinson (chair), Richard McBrien (planning), Pauline Smith (HR), Richard Smith (buildings), Dee Clarke (IT) for the duration of the corona virus outbreak period of enforced social isolation.
- It was agreed clerk or committee members can replace members should any become unwell.
- Emergency committee to meet virtually to make instant decision on urgent matters.
- It was agreed that the clerk would then circulate the meeting decisions via email for all councillors to reply verifying their agreement, thus forming a 'paper trail' of decisions made.
- Urgent matters include, but are not limited to, paying invoices; staff safety, running cemetery.
- Non-urgent matters to be delayed until the parish council are allowed to meet again in person.

50/2020 Banking signatories: All councillors agreed to updates to the signatories to cover essential payments in the event of councillor or staff illness: F&GP & clerk to be able to put payments on, then all councillors can authorise. Clerk to do the pay run once a fortnight during this time.

51/2020 Staff salaries: All in agreement to pay all three employees full salary. Clerk's job is still able to function, but Lengthsman/Rec Ground Manager and Facilities Manager are no longer able to continue their jobs due to building closures and government orders. We will be losing rental and sports income specifically due to corona virus therefore clerk to investigate claiming 80% wages back from the government.

52/2020 Old School Community Centre rent: All agreed that we continue to pay OCC for Old School Community Centre quarterly rent, despite us having been forced by government measures to close the building. This is £2000 per annum paid quarterly.

Premises rates: TOSCC is classified as a business for rates therefore clerk to ask WODC if we can be exempt from paying, as other businesses are during this time. Cllr P Smith to look into charity rates, clerk to also check rates for cemetery, town hall.

53/2020 Annual parish meeting and the annual parish council meeting: It was agreed to postpone the annual parish meeting (new provisional date 20<sup>th</sup> May) and to cancel the annual parish council meeting until further government guidance is issued. It was agreed all councillor responsibilities will remain until we are allowed to hold the annual parish council meeting.

54/2020 Year-end financial audit: It was noted that year-end financial audit arrangements must be adhered to in line with current government guidance. At this moment there is no delay so we must comply with original audit dates.

55/2020 Any other ESSENTIAL business to ensure the continued functioning of the parish council: Cemetery fencing of the new ground is still outstanding. Boundaries to be marked out when we are close to needing to bury in

this area. Agreed to investigate fencing options. Cllr McLaren to ask Rev Janice's advice on if we have to consecrate the land.

With no further business to discuss the meeting finished at 8pm.

Signed..... Dated.....

**RECREATION GROUND TRUSTEES** (not part of the parish council meeting but on the same agenda for ease due to extraordinary nature of this virtual emergency meeting!)

All agreed that all changes made to the running of the parish council also extend to the Recreation Ground during this period of social isolation, however, any larger financial decisions to be made by all trustees and not be delegated to the smaller emergency committee.