



# MARTOCK PARISH COUNCIL

## Full Council Minutes 21<sup>st</sup> March 2020

### Minutes of an extraordinary meeting of Martock Parish Council

21<sup>st</sup> March 2020 at 11.00am in the Market House, Martock

Present: Cllrs Neil Bloomfield (Chair), Louise Clarke, Marilyn Butler, Sylvia Williams, Sam Radford, Les Hallett, Charlene Fairchild, Jesse Spencer and Fiona Miller.

In attendance:

Apologies: Cllrs Jenny Becker, Mark Warr, Graham MacDonald and Jo Revell.

No.	Subject	Comments
023/20	To appoint a Councillor to take the minutes of the meeting	<p>In the absence of the Clerk, a Councillor would be appointed to take the minutes of the meeting.</p> <p>A proposal was put forward that the Parish Council appoint Marilyn Butler to take the minutes of the meeting. Sylvia Williams proposed, and Neil Bloomfield seconded the proposal.</p> <p>Unanimously <b>AGREED</b>.</p>
024/20	To receive any apologies for absence.	Apologies had been received from Jenny Becker, Mark Warr, Graham MacDonald and Jo Revell.
025/20	To receive any declarations of interest	No declarations of interest received.
026/20	To receive a report on any dispensations granted	No dispensations had been granted.
027/20	To resolve to adopt a Business Continuity plan in response to the current health situation	<p>The Business Continuity plan was discussed (enclosure MPC-20-028) and two amendments made (in bold).</p> <p><b>RESOLVED: It was proposed and unanimously agreed that in light of the Coronavirus (Covid-19) pandemic and government advice, the Parish Council resolved that:</b></p> <p>(a) Should the council be unable to meet for whatever reason, the Clerk be given delegated authority to progress all ongoing matters and projects and authorise all regular payments and incur expenditure in line with the council's agreed budget.</p> <p>(b) Any decisions taken under resolution (a) above will be taken in consultation with the Chair and Vice</p>

		<p>Chair of council. A record of all decisions and expenditure incurred under delegated authority will be kept and reported to members when the council next meets.</p> <p>(c) The authority to decide the council's response to planning applications be delegated to the Clerk or Deputy Clerk, in <b>agreement</b> with the Chair and Vice Chair of council. Whenever possible, members of the council will be informed of applications out for consultation and will be invited to submit comments to the Clerk or Deputy Clerk.</p> <p>(d) The provisions outlined in resolutions (a-c) above will override any requirements to the contrary in the council's standing orders, financial regulations or terms of reference.</p> <p>(e) In the interest of staff, volunteer and public safety the Parish Office, Parish Hall and Pavilion will be closed to the public.</p> <p>(f) In line with government advice, staff will be encouraged to work from home.</p> <p>(g) The Clerk, in consultation with the Chairman and Vice Chairman, may incur expenditure from the project earmarked reserve where such expenditure will help the community's efforts to support those in need of assistance or prevent social isolation. <b>Should the Clerk, Chair or Vice Chair become incapacitated, a suitable member of the Council will be substituted.</b></p> <p>(h) Should government allow councils to meet virtually (online), the council will take all reasonable steps to facilitate this.</p>
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The meeting closed at 11.13am

Approved (date): 16 Dec 2020

Signed by the Chair: 