

LOPPINGTON PARISH COUNCIL
CLERKS REPORT – IMPACT OF CORONAVIRUS
DATE: 23rd March 2020 (updated April 2020)

In the light of recent government advice in an effort to stem the transmission of Coronavirus, Loppington Parish Council should now consider how it proceeds with meetings given the Council's statutory duties.

Statutory duties between April and the end of June:

- Holding the Annual Meeting of the Parish Council in May
- Approving the Annual Returns (which must be done at a Council meeting before the end of June)

Meetings must be held in person. So for example, the Annual Meeting of the Parish Council in May should take place but if it is not quorate that meeting then can be postponed and re-scheduled. Properly called meetings cannot be cancelled. We can hold extra-ordinary meetings to deal with certain items.

Emergency legislation came into force on 4th April which permitted Parish Council's to hold all meetings before 7th May 2021 remotely, and removed the requirement for an Annual Meeting this year.

Further emergency legislation came into force on 30th April extending the period for completion of Annual Returns, these should now be approved by no later 31st July 2020

All local elections are postponed until 6th April 2021.

RECOMMENDATION

In order for the Parish Council to comply with its statutory duties as best it can whilst also adhering to government health advice and restrictions the Parish Council is recommended to put in place a Scheme of Delegation

SCHEME OF DELEGATION

To delegate to the Clerk in consultation with the Chairman & authorised signatories

- *to spend against specific items all of which having been identified in the budget when setting the precept, all payments to be reported to the Council at the next ordinary meeting to be held as soon as practicable subject to current government health advice & restrictions*
- *to authorise revenue expenditure on behalf of the Council which in the Clerk's judgement is necessary and to authorise urgent work when unforeseen circumstances occur. In cases of such expenditure this includes repair, replacement or other work, whether or not there is any budgetary provision for the expenditure. The Clerk shall report such action to the Chair as soon as possible and to the Council as soon as practicable thereafter¹*

¹ Grant applications to be suspended until the resumption of Council meetings at which the Full Council may consider and approve such applications.

All payments to be reported to the Council at the next ordinary meeting to be held as soon as practicable subject to current government health advice & restrictions

- *To re-affirm that the Clerk/Locum Clerk responds to planning applications in accordance with CCP-PC Scheme of Delegation on planning applications adopted on 9/5/2017*
- *To enable the Parish Council to submit such responses as it may wish in a timely manner, consultations notified to the Parish Council will be circulated by e-mail and the Clerk, or when necessary a nominated member of the Parish Council, in consultation with the Chairman to collate and submit the agreed response*

To delegate to the Clerk (Locum Clerk) in consultation with the Chair

- *the postponement of the Ordinary Meeting of the Council scheduled for 14th July, 8th September and 10th November should this be required*
- *To receive and act upon Government advice in relation to the holding of the Annual Meeting of the Parish Council scheduled to meet on 12th May 2020 (noting such a meeting must be held in May), the Clerk (Locum Clerk) to make necessary re-arrangements for these meetings*

In the event that a meeting to approve the Annual Governance and Accountability Returns is not advised or not possible members to approve the AGAR by confirming their approval and vote to the Clerk at clerk@loppingtonparishcouncil.gov.uk