

RECORD OF AN EXTRA-ORDINARY MEETING OF BARTON-LE-CLAY PARISH COUNCIL,
HELD ON MONDAY 30th MARCH 2020
HELD REMOTELY WITH DECISIONS VOTED VIA EMAIL

Respondee: Councillors Mr L Davison-Williams (Chair), Mrs B Thomas (Vice-Chair), Mrs G Gardner, Mr J Selley, Mr J Roberts, Mr J Paxton, Mr N Day, Mr K Taylor and Mrs V Jones

Record of Responses: Mrs C Callen (Clerk)

19/687 **APOLOGIES FOR ABSENCE** – There were none

19/688 **SPECIFIC DECLARATIONS OF INTEREST** – There were none.

19/689 **APPROVAL OF BUSINESS CONTINUITY PLANS IN LIGHT OF COVID-19 PANDEMIC**

689.1 **To consider and approve the Parish Council's Action Plan in response to Covid-19**
Councillors Davison-Williams, Thomas and the Clerk and Assistant Clerk held an emergency meeting on 23rd March to agree priorities and an Action Plan for the Parish Council during the Covid-19 Pandemic. The minutes from this meeting were circulated to members.
It was **RESOLVED** to approve the proposed Action Plan.

689.2 **To consider and approve extending the delegation of Council decisions to the Clerk/Assistant Clerk, in consultation with the Chairman or Vice-Chair, 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, members and employees.**

It was **RESOLVED** to approve the delegation of decision making to the Clerk/Assistant Clerk, in consultation with the Chairman/Vice-Chair.

A record of all decisions agreed under the Delegated Powers will be maintained and retrospectively ratified at the next Full Council Meeting held once the current restrictions on meetings is lifted.

689.3 **To consider and approve delegating Planning decisions to the Clerk/Assistant Clerk and Chair/Vice-chair of Planning Committee in order to meet Central Bedfordshire Councils deadline, following consultation with members of the Planning Committee by email, where it is not possible to convene a meeting due to insufficient councillors or following national advice on public gatherings**

It was **RESOLVED** to approve the delegation for Planning decisions to the Clerk/Assistant Clerk and the Chair/Vice-Chair of the Planning Committee.

689.4 **To approve procedures and processes in relation to remote staff working**

Councillor Roberts provided a draft Policy to cover temporary/occasional working from home for Office staff during the current Pandemic.

With reference to item 8, Councillors Selley, Thomas and Gardner requested that a review be undertaken after a 12 week period, to consider if any reimbursement of potential household costs incurred by the staff due to partial working from home should be agreed.

Councillor Davison-Williams requested that a second appendix template be added in respect of an employee using 'on loan' Parish Council property, with a statement relating to insurable risks being those of the employer and not the employee, where appropriate.

A further review of Appendix 1 will be undertaken once completed by the staff to ensure all Health & Safety aspects are compliant.

It was **RESOLVED** to approve the Working at Home policy, subject to the reviews detailed above.

All vote responses were received before 9am 31st March 2020.

I certify this record of responses are a true and correct record of the Parish Council Extra-Ordinary meeting held on 30th March 2020

Dated this the 20th April 2020

COUNCILLOR L DAVISON-WILLIAMS
CHAIRMAN

DRAFT