

**Minutes of the Extraordinary Meeting of Great Ayton Parish Council
held on Friday 20th March 2020 at 5:30pm.**

Present: - Cllr Ron Kirk, Cllr Angela Taylor, Cllr Sarah Botez, Cllr Tessa Snowdon, Cllr Nick Walther
Andrew Snowdon (Parish Clerk)

Apologies: Cllr John Fletcher, Cllr Judith Brown

AGENDA & DECISIONS

1. To discuss the latest advice regarding the Parish Council in relation to Coronavirus and decide upon any specific actions.

The Parish Council is aware that some meetings are mandated by law, but that YLCA/NALC guidance is that it is appropriate to cancel 'in person' meetings for during of the Covid19 crisis.

Noted

Through discussion it was unanimously agreed that 'in person' meetings would cease to take place with immediate effect. **Agreed**

2. To consider the cancellation of the biannual Village Fete currently scheduled to take place on 13/06/20.

Regretfully it was agreed that the 2020 bi-annual Village Fete should be cancelled due to the Covid19 crisis and that June 2022 would then be the next normal occasion to hold the event.

Agreed

It was noted that consideration should be given to holding a Summer Fayre or similar in 2021 but this would be discussed closer to the time. **Noted**

3. To consider extending the delegated powers of the Clerk to do anything expedient and necessary to ensure the continuous business of the council, and to deal with mandatory undertakings in order to prevent the authority from incurring liability during the period of Covid19 isolation.

It was unanimously agreed that the Parish Council hereby empowers the Clerk/RFO to do anything expedient and necessary to ensure the continuous business of the council, and to deal with mandatory undertakings in order to prevent the authority from incurring liability during the period of the Covid19 crisis. **Agreed**

The officer may consult with the chairman and/or vice-chairman and/or councillors for major decision-making via email communication, but it is acknowledged that it is the officer who remains the lawful decision maker. **Noted**

4. To establish appropriate arrangements for Parish Council meetings during the period of restricted social gathering / isolation.

See Item 1.

NALC/YLCA have advised that though 'remote' meetings are currently not lawful, they are seeking further clarification and/or changes to legislation from the Secretary of State and further updates would follow.

Noted

5. To discuss arrangements in the event that the Clerk is unable to fulfil his duties in the event of isolation restrictions or other impact of the virus.

It was agreed that should the Clerk become incapacitated then a member of the council would take over the formal duties of the Clerk. Nomination & acceptance would be via an emailed vote should this action be required. **Agreed**

6. To discuss arrangements where member(s) of the Parish Council are unable to fulfil their duties in the event of isolation restrictions or other impact of the virus.

It was agreed that no specific arrangements were required where members were unable to fulfil their duties due to the Covid19 virus. The Parish Council would ordinarily require a quorum of 3 to make lawful decisions at a formal meeting, however Item 3 confirms delegation of authority to the Clerk for expediency during the crisis. **Agreed**

7. To agree what information/advice to put in the public domain and clarify how/where this should be stated.

It was agreed that the Parish Council should not attempt to expand its current activities but instead GAPC would look to support bona-fide volunteer groups, recognised charities, churches and Government / Local Authority initiatives where proper checking of credentials was in place. **Agreed**

The Parish Council asks that residents be alert/aware especially if you have not asked for help and that if you have any concerns then please contact the appropriate authorities. **Noted**

8. To consider recommendations & reports from the shortlisting and interviewing panel including arrangements for formal appointment and working arrangements for the Grounds Maintenance Supervisor.

Following shortlisting it was agreed to hold interviews for the vacant position of Grounds Maintenance Supervisor commencing 23/03/20. **Agreed**

9. Such other business as in the opinion of the Chairman, should by reason of special circumstances be considered as a matter of urgency.

As a matter of potential urgency it was agreed that consideration should be given to supporting the Cemetery Superintendent during the Covid19 crisis and as such an email discussion would take place following all interviews in order to approve a suitable candidate for recruitment, with recommendations to be given by the interview panel. **Agreed**