

## DRAYTON PARSLow PARISH COUNCIL

<http://draytonparslowparishcouncil.org.uk>

Parish Clerk: Susan Watson

20 March 2020

Dear Councillors and Residents of Drayton Parslow,

I hereby give you notice that an extraordinary meeting of Drayton Parslow Parish Council will be held at the Sports & Social Club on Wednesday 25 March 2020 at 4:00 p.m.

All Members of the Council have been summoned to attend for the purposes of considering and resolving upon the business to be transacted at the meeting set out hereunder.

I urge members of the public to follow the guidance given to decide whether they should attend or not. The minutes will be published as usual for those who cannot attend to stay abreast of Council business. We hope that everyone carefully considers their own situation and uses the guidance provided to help them make decisions for their own well-being. If you are unsure how to proceed, you should review the guidance shown at:

<https://www.nhs.uk/conditions/coronavirus-covid-19/>

or use the online 111 service at: <https://111.nhs.uk>

David Perry, Chairman

## Agenda

### 1.0 Emergency Delegation Powers

Members are asked to consider:

In response to the Covid-19 outbreak in the UK and in the event that it is not possible to convene a meeting of the Parish Council in a reasonable time, the Clerk shall have delegated authority to make decisions on behalf of the Parish Council where such decision cannot reasonably be deferred and must be made in order to comply with a commercial or statutory deadline (such as planning consultations or insurance renewal). This will be carried out where possible by consultation with members by electronic means or telephone. The Clerk will further consult with the Chairman for guidance as necessary. The delegation does not extend to matters expressly reserved to the Parish Council in legislation or in its Standing Orders or Financial Regulations. Any decisions made under this delegation must be recorded in writing and must be published in accordance with the relevant regulations. This delegated authority will cease upon the first meeting of the Parish Council after the council meeting at which the delegation was put in place.

### 2.0 Amendment to financial regulations

Members are further asked to consider a temporary amendment to the financial regulations 4.5 to increase the limit for emergency spend from £500 to £1000 subject to confirmation by two councillors by email

### 3.0 Signing of post-dated cheques

Members are asked to consider signing post-dated checks as suggested by the RFO for known upcoming expenditures that are within the current budget. The RFO to send scanned electronic copies of the checks when they are issued