

BRENT KNOLL PARISH COUNCILwww.info@brentknoll.co.uk**Clerk to the Parish Council****Owen J Cullwick****7, Roscarrack Gardens****Falmouth****Cornwall****TR11 4FH**clerk@brentknollpc.co.uk

Minutes of the of Brent Knoll Parish Council Extraordinary meeting that was held at the Parish Hall on **24th March 2020** commencing at 2pm when the following business was transacted.

Present: Councillors Cllr M Borland, Cllr R Filmer, Cllr B Freestone, Cllr J Harper, Cllr D Knott, Cllr C Townsend (Chairman) Cllr C Trivett Bill.

“Members are reminded that the Council has a general duty to consider the following matters in the exercise of any of its functions: Equal opportunities (race gender, sexual orientation, marital status and any disability) Crime disorder and Human Rights.

185/19: APOLOGIES FOR ABSENCE

Apologies received and accepted from Cllr D Sturgess, Cllr A Hurkett , Cllr W Camp and Cllr N Summers

186/19: TO RECEIVE DECLARATIONS OF PREJUDICIAL AND PECUNIARY Interest

There were no declarations of interest

187/19: Resolution to approve the continuity of Business for the Parish Council during the COVID 19 Emergency.**Business Continuity Motion**

In light of the Coronavirus (Covid-19) pandemic and government advice, this council resolves that:

- (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.
- (b) Any decisions taken under resolution (a) above will be taken, whenever possible, in consultation with the Chairman and Vice Chairman 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.
- (c) The authority to decide the council’s response to planning applications be delegated to the Clerk in consultation with Chairman and Vice Chairman 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.

(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.

(e) In line with government advice, staff will be encouraged to work from home.

(f) Should the Clerk be unable to perform his duties, Councillor C Townsend will assume the role of Proper Officer and RFO in an unpaid capacity.

(g) The Clerk, in consultation with the Chairman and Vice Chairman, may incur expenditure from the reserves where such expenditure will help the community's efforts to support those in need of assistance or prevent social isolation.

(h) Should government allow councils to meet virtually (online), the council will take all reasonable steps to facilitate this.

189/19: The Council resolved to approve this motion unanimously

190/19: No further meetings until the current emergency has been lifted and will be notified.