



MINUTES AGREED AT MEETING HELD ON 31ST MARCH 2020 BUT NOT SIGNED

MINUTES OF THE EXTRA ORDINARY FULL COUNCIL MEETING HELD ON TUESDAY 24th MARCH 2020 IN THE MEMORIAL HALL CAR PARK, GOUDHURST ROAD, MARDEN COMMENCING AT 12.30PM

A motion was carried, due to the current Coronavirus situation, that the meeting would be moved from 7.30pm to 12.30pm. Cllrs had agreed via email.

147/20 PRESENT

Cllrs Adam, Boswell, Newton and Tippen were present. The Clerk was also in attendance also in attendance.

148/20 APOLOGIES FOR ABSENCE

Cllrs Barker, Brown, Jones, Mannington, Robertson, Stevens and Turner had given their apologies.

In the absence of the Chairman Cllr Tippen took the chair.

149/20 COUNCILLOR INFORMATION

Register of Interest

There were no amendments to the registers of interest

Declarations of Interest

No declarations of interest

Granting of Dispensation

There were no granting of dispensation requested

150/20 MINUTES OF THE PREVIOUS MEETING

Minutes of the previous Parish Council meeting agreed to be deferred until the next meeting when Cllrs would be able to meet.

151/20 COVID-19

Proposed Motion

Cllr Adam and the Clerk had circulated a motion for this item together with the relevant documents.

Arrangements for discharge of functions (*Section 101 – Local Government Act 1972*): Cllr Adam read out the list of motions to discharge functions: **Cllrs Agreed**

Set up an Emergency Committee (*MPC Standing Orders 4(d)*): **Cllrs Agreed**

Adoption of temporary variations to Standing Orders (*MPC Standing Orders 10(a)(xv) and 26(b)*): **Cllrs Agreed**

Adoption of temporary amendments to Financial Regulations (*MPC Standing Orders 18(a) and MPC Financial Regulations 18(2)*): **Cllrs Agreed**

Adoption of variation/amendment to Scheme of Delegation (*MPC Standing Orders 4(d)(i)*): **Cllrs Agreed**

Adoption of High Consequence Infectious Disease (HCID) Policy: **Cllrs Agreed**

Adoption of HCID Risk Assessment: **Cllrs Agreed**

Adoption of Marden Parish Council's CoVid-19 Business Continuity Plan and General Business Continuity Plan: **Cllrs Agreed**

Parish Clerk's Succession Plan: **Cllrs noted**. The Deputy Clerk would update with information regarding communication.

Defer Annual Parish Meeting originally agreed for 7th April

Cllrs Agreed and await further guidance/legislation from Central Government)

Defer Annual Parish Council Meeting originally agreed for 12th May

Cllrs Agreed and await further guidance/legislation from Central Government)

Postponement of other Parish Council Meetings

Not required. It was agreed that all meetings would be held but would be discussed via email (or other virtual conferencing means if agreed at a future date). Meetings would still be advertised via agendas through the website and Cllrs would be asked to be available from 7.30pm on a Tuesday evening. Any decisions/comments would need to be made before 9pm and the Clerk would draft minutes from this discussion.

Co-ordination of vulnerable people/volunteers

Deputy Clerk is organising this and would be asked to provide details to the Clerk, Cllr Tippen and Cllr Boswell only due to the confidential nature of the situation.

Cancellation of VE Day Celebrations

Cllrs Agreed

Cancellation of Meet the Clerks

Cllrs Agreed

Marden Summer Play Scheme

It was **agreed** that registration could be made from 15th June. However, due to the current situation no money would be accepted at that time. The situation would be reviewed week commencing 13th July. Based on Government advice a decision would then be made as to whether to go ahead with the scheme or not.

152/20 FINANCE**Payments for Approval**Electronic Payments

Rams Hill – Mower servicing/repairs £301.20

Kent County Supplies – Photocopier rental £297.54

RJP Window Cleaning – Part payment for toilet cleaning £317.50

Digital Nomads – Email/Domain subscription £143.98

SLCC – Deputy Clerk webinar training £72.00

Pitney Bowes – Franking Machine Rental £15.54

Castle Water – Public Conv. water £337.77

Postage by Phone – Postage £100.00

Came & Company – Mower/Vehicle insurance £735.03

Graham Carey – Grounds maintenance £420.00

Total: £2,320.56

All invoices were **agreed** and Cllrs agreed to authorise payments.

Cheque Payment

Autobase – Vehicle service - £185.46. **Agreed** and cheque duly signed.

Other

It was proposed, and agreed, that if a cheque was required for payment a Cllr, or the Clerk, if willing to do so would cover the payment, provide an invoice and reclaim. Confirmation of agreement should be received via email before this is undertaken.

Internal Audit update

The internal auditor would be undertaking the end of year report remotely and would contact the Clerk if additional information was required.

External Audit update

It was still not known whether the return date for the Audit Return would be moved to September. In the meantime, all work necessary would be undertaken until notification had been received from Government.

There being no further business the meeting closed at 1.07pm

Date:

Signed:

Cllr Lesley Mannington

Marden Parish Council Chairman

Marden Parish Council

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