
LEWANNICK PARISH COUNCIL

Policy for dealing with Council Business during the Coronavirus Outbreak

Meetings

The Parish Council will not hold meetings during the Coronavirus Crisis. This will protect the members and the public as much as possible from cross infection.

Scheme of Delegation

Authority is delegated to the Chairman, the Vice Chairman and the Clerk to make decisions on the ordinary business of the Council. All papers will be circulated by email to every member for input, which will be disseminated by the Clerk and signed off by the Chairman and Vice Chairman. Monthly draft 'minutes' will be produced to show what decisions have been made and will be circulated to the Members and put on the website. These will be signed off at the first available Full Council Meeting.

Planning

Planning applications will be circulated to the Members of the Council who shall let the Clerk have any comments within a week. The applications will also be displayed on the website* and public comment will be invited, also within one week. The Clerk will then draft a reply to Cornwall Council, which shall be approved by the Chairman and Vice Chairman as the considered response from the Parish Council and members of the public. *www.lewannickpc.org.uk

Finance

Payments to be made shall be sent as a schedule from the Clerk to the Members for approval. Once approved these payments will be submitted online by the Clerk and authorised by two members. Bank reconciliations will continue to be produced monthly and circulated to the Members with a Finance Report which will be published on the website with the draft 'minutes' for that month.

Contracts

All existing contracts will be extended for a further year without the need to tender as this is not practicable in the present climate. (Advice from CALC)

Statutory Functions

Statutory dates and functions, e.g. the Annual Parish Council Meeting, may change and the Parish Council will act in accordance with Government guidelines as and when published. At the time of this document the Annual Parish Meeting will be postponed indefinitely.

It is likely that an extension for submission of the AGAR will be granted, and a date of 30th September has been suggested, to enable the Full Council to meet and approve the document. All details will be published on the Parish Council website as they are received: www.lewannickpc.org.uk

The Clerk undertakes to maintain the Parish Council website with as much information for the public as is necessary.

This policy has been agreed and adopted by Lewannick Parish Council at its meeting held on the 17th March 2020.