

**DRAFT Minutes of the Extraordinary Town Council meeting held in the
Community Hall on Tuesday 21st March 2020 at 10:00am**

Present: Councillors: Anderton, Brownlow, Buckland, Crawford, Hall, Hood, Robinson and Skinner

In the chair: Councillor Robinson

In Attendance: County Councillor Anna Groskop
Town Clerk

19/167 Welcome and Apologies for absence

The Vice Chairman welcomed Councillors and members of the public.

Apologies were received from Councillors Pickering, Abi Baker, Karen Baker, Day, Jones

The Council accepted apologies for future meetings given the current circumstances and the ruling concerning non-attendance by Councillors at meetings for six months.

Resolved 8-0-0
[For-against-abstain]

19/168 Declarations of Interests

None

19/169 Minutes of Meeting held on 25th February 2020

Council approved the minutes of the meeting held on 25th February 2020.

Resolved 8-0-0

19/170 Public Question Time

Cllr Groskop advised that tenants at Yarlinton Homes are safe; that there is a SCC Coronavirus triage telephone number; and that people have been contacted at Wyke and to be contacted at Redlynch

Cllr Hood described the current relief efforts: many arrangements are being made across Bruton eg via What'sApp, Facebook providing help and support. There are systems in place for the vulnerable. The Church is helping with a telephone Buddy Scheme. Church Bridge stores is increasing home deliveries with list of volunteer drivers. We are expecting hardship for those self-employed; Food delivery drop hoped to be operational Monday week. May be a need for dog walking. TC website has a call for volunteers: presently 47no people; there is a lot of enthusiasm. Resilience is available in the system. Cllr Hood and Abi Baker were thanked.

19/171 Business Continuity Motion to Council

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 and the relevant Committee Chairman (if appropriate). A record of all decisions and expenditure incurred under delegated authority will be kept and reported to members when the council next meets. Where the decision is one that could ordinarily only be made at a meeting of the Council, the Town Clerk, will, where possible, give advance notice of the decision to be made to both councillors and public by publication on the Town Council's website.

(c) The authority to decide the council's response to planning applications be delegated to the Clerk or Assistant Clerk, in consultation with the Chairman of the Planning Committee and Chairman and Vice Chairman of council. Whenever possible, members of the Planning Committee (or council in the case of large applications) will be informed of applications out for consultation and will be invited to submit comments to the Clerk or Assistant 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 the interest of staff, volunteer and public safety the community office will be closed to the public, except by appointment, whenever government advice deems this to be appropriate.

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

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

(h) The Clerk, in consultation with the Chairman and Vice Chairman, may incur expenditure from the project earmarked reserves where such expenditure will help the community's efforts to support those in need of assistance or prevent social isolation and may recommend the use of other earmarked reserves and budgets if necessary.

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

j) In the absence of the Chairman or Vice Chairman the Clerk may direct any member of the Council to sign official documents on behalf of the Council.

The Amendments were agreed

Resolved 8-0-0

The Motion was agreed

Resolved 8-0-0

19/172 Accounts for Payment: Members agreed the schedule of payments.

Accounts for Payment (21 March 2020):

Name	Amount	Purchased	Date
------	--------	-----------	------

Invoices:

Wicksteed (GB Sport & Leisure)	£97.20	Shroud for Spring Horse	12/03/2020
Lyreco	£210.22	Printer cartridges x2 and tissue	31/01/2020
Google (DD)	£74.52	Cloud GSuite (Feb 2020) ...454	29/02/2020
J Sandford (expenses)	£34.77	Postage – allotment renewals	27/02/2020
Total Gas & Power (DD)	£122.36	Jubilee Pavilion/MUGA248	06/03/2020
S Hill (expenses)	£148.88	Key cut £5 + Zoom account £143.88 (12 months)	18/03/2020
Cat's Cafe	£166.25	Community Toilet, Q4 19/20	21/03/2020
Tom Trouton Dry Stone Walling	£792.00	Repairs inc to collapsed wall: Jubilee Park	20/03/2020
Onecom (DD)	£65.92	Comm Office Phone & Broadband, March 2020	01/03/2020- 31/03/2020
PATA Payroll	£46.35	Jan, Feb, March 2020	14/03/2020
D Newton	£10.00	Community Office Windows	18/03/2020
Town Clerk	£1,807.87	March 2020 Salary	14/03/2020
Assistant Town Clerk	£408.83	March 2020 Salary	14/03/2020
HMRC	£0.00	March 2020 (-£103.00 PAYE; £296.96 NIC; £2,138.63 HMRC Credit)	14/03/2020
TPT Retirement Solutions (DD)	£149.48	Employer £74.74; Employee £74.74	14/03/2020
Receipts:			
Forsey & Sons Ltd	£240.00	Grave Plot No. 150	04/03/2020
SSDC	£500.00	Local Information Centre SLA	16/03/2020

Resolved 8-o-o

Meeting end 10:15 pm

Members of Council considered the following matters in the exercise of their functions: Equal opportunities (race, gender, sexual orientation, marital status and any disability), Crime and Disorder, Health and Safety and Human Rights.