

Decision made by Ashurst Wood Village Council 23rd March 2020 by email resolution

In the light of the current coronavirus crisis and Government advice on social distancing, and in view of its duty of care to Council employees, members and the general public; it is agreed that:

1. No further face-to-face Council or Committee meetings will be held until further notice, and the Planning Committee meeting and the Extraordinary Meeting scheduled for Tuesday 24th March shall be cancelled.
2. Until further notice, decisions of the Council and its Committees shall be made by resolution circulated by the Clerk and agreed by email, conference call or other suitable remote methods. Records of any such decisions shall be published on the website. A member who wishes to propose a matter for decision shall consult with the Clerk and Chair, who shall agree whether the proposed resolution shall be circulated.
3. Appropriate steps shall be taken to consult with the public wherever possible before any decisions are taken (particularly in relation to planning matters).
4. Officers shall remain responsible for the day-to-day running of the Council in accordance with their job descriptions and Standing Orders and Financial Regulations. Where it is not practicable or possible to follow the procedure set out in 2 above, or where it is necessary to comply with an emergency or a commercial or statutory deadline, the Clerk and / or the Responsible Financial Officer shall have delegated authority to make decisions on behalf of the Council. Such decisions shall be made after consultation with the Chair of Council or relevant Committee or with such other Councillors as may be considered appropriate.
5. Regular and routine payments within budget shall be arranged by the Clerk or RFO, and a list of payments and receipts shall be circulated to Councillors monthly for information. If considered appropriate, salary payments may be set up for one or more months in advance, to ensure there is no delay in salaries being received. All payments shall continue to be approved by two Councillors in accordance with Financial Regulations and the online banking procedures.
6. The Youth Club shall be closed until further notice in the interests of the health and well-being of its members and the Youth Workers.
7. The shopping bus shall be cancelled until further notice in the interests of the health and well-being of the volunteer drivers and users.
8. The handyman and cleaner shall continue to perform their duties as long as they are able to exercise social distancing and use suitable personal protection measures.
9. All members of staff shall follow official Government guidance and take recommended action in the event of symptoms.
10. The Clerk and RFO shall continue to work from the office, using safe working methods, as long as this is legally and practically possible. In the interests of health and well-being of all, the office shall be closed to personal callers until further notice, apart from Councillors,

postal and delivery workers and police officers where necessary and at the absolute discretion of the officers.

11. If necessary, measures will be taken to enable the Clerk and RFO to work from home.
12. All Council employees shall continue to receive their full salaries based on contracted hours until further notice. No overtime payments shall be made, unless agreed by a separate resolution of the Council, but staff may carry forward all unused annual leave.
13. The Annual Village Meeting, scheduled for the 21st April, shall be cancelled.
14. The VE Day Celebration, arranged for the 8th May, shall be postponed to a date to be decided (possibly May 2021).
15. Ashstock, arranged for the 11th July, shall be postponed to a date to be decided.
16. Information about sources of help for residents will be placed on the website. The Clerk and RFO together with Councillors and volunteers will endeavour to organise the publication and delivery of information to homes in the village (provided that there are sufficient volunteers and this can be carried out safely in accordance with any relevant advice). Coordination of any volunteer action may also be carried out by the Clerk and RFO together with Councillors.
17. It is agreed that this action is justified in view of current exceptional and unprecedented circumstances nationally and internationally.
18. A decision shall be made by the end of June whether to resume normal Council meetings and operations or whether to continue with these arrangements for a further period.