



PRINCES RISBOROUGH TOWN COUNCIL



TO: THE MEMBERS OF THE TOWN COUNCIL (Councillors M Walsh, A Turner, G Hall, I Pearce, N Davis, J Coombs, I McLaughlan, D Knights, A Ball, L Byrne, T Murali)

Dear Councillor,

You are summoned to attend an **extra-ordinary** meeting of the **Town Council** to be held at **The Princes Centre, Princes Risborough** on **FRIDAY 20TH MARCH 2020 AT 6.00 PM** when the business set out in the following agenda will be transacted.

Susanne Griffiths

Clerk to the Town Council

16TH March 2020

AGENDA

The Town Council Prayer

1. **Welcome and Apologies for Absence.**
Schedule 12 of the Local Government Act 1972 requires a record be kept of the Members present and that this record form part of the minutes of the meeting. Members who cannot attend a meeting should tender apologies to the Town Clerk.
2. **Acceptance of Minutes of Previous Meeting of the 3rd March 2020**
To receive and approve as a correct record the minutes of the Town Council meeting held on the 3rd March 2020
3. **Declarations of Interest and Dispensations**
To receive any pecuniary or non-pecuniary declarations of interest and confirmation of any relevant dispensations.
 - i) Under the Localism Act 2011 (sections 26-37 and Schedule 4) and in accordance with the Council's Code of Conduct, Members are required to declare any interests which are not currently entered in the Member's Register of Interests or if he/she has not notified the Monitoring Officer of it.
 - ii) Should any Member have a Disclosable Pecuniary Interest in an item on the agenda, the Member may not participate in consideration of that item unless a Dispensation has first been requested (in writing) and granted by the Council (see Dispensation Procedure).
4. **Public Forum**
Ten minutes are available for the public to express a view or ask a question on relevant matters on the following Agenda, as provided for in Standing Order Number 3 (e-k). The public are welcome to stay and observe the rest of the meeting.
5. **Amendment to the Standing Orders**
To approve an amendment to the Standing orders
6. **Coronavirus Emergency Plan**
To adopt a Coronavirus Emergency Plan
7. **Scheme of Delegation**
To approve an amendment to the Scheme of Delegation
8. **Date of next meeting**
To note the date of the next meeting.

Distribution – all Councillors, Noticeboards and Council website

MEMBERS OF THE PUBLIC ARE WELCOME TO ATTEND.

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Princes Risborough Town Council Coronavirus Emergency Measures

To ensure that Princes Risborough Town Council can reduce the impact of potential infection from Coronavirus and/or continue to function in the case of absence due to illness, self-isolation or Town Hall and Depot closures the following measures will be put in place.

Reducing the risk:

1. We will check the Government guidance daily
2. Dettol wipes will be placed on Officers desks and provided to the Depot
3. Anti-bacterial soap will be available in the office toilets.
4. The surfaces in the office and toilets shall be treated with anti-bacterial spray.
5. Before traveling abroad during this period Officers and Councillors should assess the risks and if it is a moderate or high-risk locality, raise any concerns with the Town Clerk (Deputy Town Clerk in the Town Clerk's absence) before going on Annual Leave*.
6. Support will be given to any Officer that suspects they have been infected to get them home to self-isolate.
7. If a member of an Officer's family becomes infected and resides in the same home the Officer shall work from home until the infection has passed and they have been certified clear of infection.
8. If a member of a Councillors family becomes infected, they shall not enter the Town Council office, Depot or attend meetings until certified as clear of infection
9. Princes Risborough Town Council shall provide support in these circumstances through regular contact via email and phone calls

*So that plans can put in place if there is a risk of being infected prior to return to work

Dealing with infection:

10. Officers that are infected shall remain self-isolated at home until the infection has completely passed and they have been certified as clear of infection.
11. Councillors that are infected shall remain self-isolated at home until the infection has completely passed and have been certified clear of infection.
12. Princes Risborough Town Council shall provide support in these circumstances through regular contact via email and phone calls

Town Council Office

13. The decision to close the Office will be taken by Town Clerk (Deputy Town Clerk in the Town Clerk's absence) and Mayor (Deputy Mayor in the Mayor's absence) based on the circumstances and advice at the time.
14. Staff will carry out Council work from home where practical to do so
15. All Town Council and Committee Meetings shall be suspended
16. Councillors will carry out Council work from home
17. In accordance with the following Standing Orders the Council shall function under the Town Clerks delegated powers

Standing Order 25. DELEGATION OF URGENT AND ROUTINE MATTERS

25.1 *There shall be delegated to the Town Clerk (Deputy Town Clerk in the Town Clerk's absence) the authority to act in respect of any function of the Council on a matter which in their opinion does not admit of delay. This delegated authority shall be exercised in consultation with the Mayor (Deputy Mayor in the Mayor's absence).*

25.2 *There shall be delegated to the Town Clerk (Deputy Town Clerk in the Town Clerk's absence) the authority to act in respect of any function of a committee or sub-committee, which in their opinion either does not admit of delay or is routine. This delegated authority shall be exercised in consultation with the Mayor, (Deputy Mayor in the Mayor's absence), Chairman or Deputy Chairman of the committee or sub-committee within whose terms of reference the particular function lies.*

25.3 *Each exercise of delegated authority under this Standing Order shall be reported for information to the next meeting of the committee or sub-committee within whose terms of reference the particular function lies and thence to Council.*

25.4 *The delegations in this Standing Order are in addition to and without prejudice to the powers of the Council or its Committees to arrange for the discharge of any of its functions by a Sub Committee or an officer.*

Depot

18. The Maintenance Team shall continue to function outside activities where the risk of infection has been assessed as low or where there is little contact with the wider public and subject to the matters above
19. The Maintenance Team shall carry Dettol wipes to use while out working
20. The Maintenance Team members shall return to the Depot/Office if they believe they may be infected and call 111
21. Support shall be given to ensure the Maintenance Team members can get home to self-isolate
22. The decision to close the Depot will be taken by Town Clerk (Deputy Town Clerk in the Town Clerk's absence) and Mayor (Deputy Mayor in the Mayor's absence) based on the circumstances and advice at the time.

Practical Considerations

Princes Risborough Town Council shall ensure that:

23. Staff have access to broadband and if not take measures to remedy the situation for example with the provision of wi-fi.
24. Staff have access to computer equipment and if not take measures to remedy the situation with the provision of laptops
25. Officers can access the Council server over VPN and pick up and send their Council emails.
26. Where the Officer works on a Council laptop that they take this home to use.
27. Staff have the correct software installed and if not remedy this.
28. Town Council telephone calls shall be transferred to a Mobile Phone held by the Town Clerk
29. Officers shall create a folder with hard copies of documents they require to function
30. All hirers to be notified of the Town Council Office closure

Office Continuity

31. Town Clerk will be responsible for overall control of assets, services and functions.
32. Town Clerk shall in accordance with Standing Orders take actions or make decisions.
33. Town Clerk, Deputy Clerk and Maintenance Team Leader to provide regular reports on their activities to Council

Finance

34. Town Clerk shall authorise payments in accordance with Standing Orders
35. Town Clerk shall operate PAYE, pension, salary and day to day payments remotely from home in accordance with Standing Orders
36. Administration Officer shall continue to process invoices and issue invoices in the usual manner
37. Bookings & Property Officer shall continue to be responsible for the management of the Community Centre
38. Town Clerk shall provide financial reports to the Council and operate within the Councils agreed budget

Re-opening

39. Town Council Office and Depot shall be subject to a deep clean before Officers return to work.
40. Officers shall only return to work if they are certified as clear of Coronavirus
41. Officers shall hold a briefing meeting

Salaries

Staff will continue to receive their salaries for:

42. Self-isolation
43. Working from home

Sick leave

44. Staff will receive salary payments for sickness absence in accordance with their contract

Holidays

45. Any annual leave booked over any period of self-isolation, illness or working from home will carry over in accordance with ACAS guidance.

Councillor Allowance

46. Councillors will continue to be paid their Councillor Allowance regardless of the Town Councils activity