



PRINCES RISBOROUGH TOWN COUNCIL

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MINUTES OF THE EXTRAORDINARY MEETING OF THE TOWN COUNCIL
HELD ON FRIDAY 20TH MARCH 2020 AT
THE PRINCES CENTRE, PRINCES RISBOROUGH AT 6.00 PM

PRESENT

Cllr M Walsh – Chairman

Cllrs J Coombs, A Turner, N Davis, S Baxter, L Byrne, I Pearce and A Ball,

Susanne Griffiths - Clerk to the Town Council

No members of the public

THE TOWN COUNCIL PRAYER

1. TO RECEIVE AND NOTE APOLOGIES FOR ABSENCE

The Town Clerk reported that apologies had been received from Cllrs I McLauchlan, T Murali and D Knights

RESOLVED: To receive and note the above apologies for non-attendance at the meeting.

2. MINUTES OF MEETING OF FULL COUNCIL HELD ON 3rd MARCH 2020

The minutes of the Town Council meeting on the 3rd March 2020 have not been distributed and will be approved at the next full council meeting.

3. DECLARATIONS OF INTEREST AND DISPENSATIONS

Members were asked to declare any pecuniary or non-pecuniary declarations of interest and confirmation of any relevant dispensations. None were declared.

4. PUBLIC FORUM

No members of the public were present

5. AMENDMENT TO THE STANDING ORDERS

Cllr M Walsh proposed that in response to the Covid-19 outbreak in the UK and in the event that it is not possible to convene a meeting of the council in a reasonable time, the Clerk shall have delegated authority to make decisions on behalf of the council where such decision cannot reasonably be deferred and must be made in order to comply with a commercial or statutory deadline and to approve the amendment to the Standing Orders to be include the following Standing Order 25

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.



PRINCES RISBOROUGH TOWN COUNCIL



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.

The delegation does not extend to matters expressly reserved to the Council in legislation or in its Standing Orders or Financial Regulations. Any decisions made under this delegation must be recorded in writing and must be published in accordance with the relevant regulations.

This delegated authority ceases upon the first meeting of the council after the council meeting at which the delegation was put in place. Seconded by Cllr A Turner.

Resolved: To amend the Standing Orders to include Standing Order 25 and that the Clerk shall have delegated authority to make decisions on behalf of the council where such decision cannot reasonably be deferred and must be made in order to comply with a commercial or statutory deadline. The delegation does not extend to matters expressly reserved to the Council in legislation or in its Standing Orders or Financial Regulations. Any decisions made under this delegation must be recorded in writing and must be published in accordance with the relevant regulations. This delegated authority ceases upon the first meeting of the council after the council meeting at which the delegation was put in place. SG

6. CORONAVIRUS EMERGENCY PLAN

To ensure that Princes Risborough Town Council can reduce the impact of potential infection from Covid-19 and/or continue to function in the case of absence due to illness, self-isolation or emergency legislation, Cllr N Davis proposed to adopt the Covid-19 Emergency Plan (Appendix 1) previously circulated to the members for consideration and to close the office to members of the public until Government advice is received advising that it is safe to reopen. Members of public can still continue to contact the Town Council by telephone or e-mail during normal office hours.

Seconded by Cllr J Coombs.

Resolved: To approve the Covid-19 Emergency Plan (Appendix 1) and to close the Town Council office to members of the public until advised it is safe to reopen. SG

Cllr M Walsh proposed to allocate £5,000 from the Contingencies ear marked reserve to support community groups that were providing support to elderly and vulnerable residents.

Seconded by Cllr A Tuner.

Resolved: To allocate £5,000.00 from the Contingencies ear-marked reserve to support community groups that are providing support to elderly and vulnerable residents. SG

7. SCHEME OF DELEGATION

Cllr M Walsh proposed that the scheme of delegation is amended so that the Town Clerk may incur expenditure on behalf of the Council which is necessary to carry out any repair replacement or other work which is of such extreme urgency that it must be done at once, whether or not there is any budgetary provision for the expenditure, subject to a limit of £1,000.



PRINCES RISBOROUGH TOWN COUNCIL



Seconded by Cllr A Ball.

Resolved: To approve the amended Scheme of Delegation to enable the Town Clerk to incur expenditure on behalf of the Council which is necessary to carry out any repair replacement or other work which is of such extreme urgency that it must be done at once, whether or not there is any budgetary provision for the expenditure, subject to a limit of £1,000.

SG

8. DATE OF NEXT MEETING.

The next meeting of the Town Council is to be advised.

There being no further business to discuss the Meeting closed at 6.18pm.

Chairman..... Date.....



PRINCES RISBOROUGH TOWN COUNCIL



Appendix 1

Princes Risborough Town Council COVID19 Emergency Measures

To ensure that Princes Risborough Town Council can reduce the impact of potential infection from COVID19 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. Town Council Staff will check the Government guidance relating to COVID19 daily
2. Surface cleaning wipes will be placed on Officers desks and provided to the Depot to clean high contact surfaces.
3. Hand wash/soap will be available in the office toilets.
4. The surfaces in the office and toilets shall be treated with cleaning spray regularly.
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, as per government guidance at the time.
8. If a member of a Councillors family becomes infected, they shall not enter the Town Council office, Depot or attend meetings until the infection has passed, as per government guidance at the time.
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 as per government guidance at the time.
11. Councillors that are infected shall remain self-isolated at home until the infection has completely passed as per government guidance at the time.
12. Princes Risborough Town Council shall provide support in these circumstances through regular contact via email and phone calls



PRINCES RISBOROUGH TOWN COUNCIL



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 non-essential Town Council and all non-essential Committee Meetings shall be suspended. This decision will be reviewed by the Town Clerk (Deputy Clerk in absence of the Town Clerk) and the Mayor (Deputy Mayor in the Mayor's absence) on a weekly basis. Where this continues for a period of longer than 6 months justification for continued closure must be agreed by full Town Council.
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*

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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.

Maintenance Team

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 surface cleaning wipes to use while out working
20. Support shall be given to ensure the Maintenance Team members can get home to self-isolate
21. The decision to close the Maintenance Team 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.



PRINCES RISBOROUGH TOWN COUNCIL



Practical Considerations

Princes Risborough Town Council shall ensure that:

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

Office Continuity

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

Finance

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

Re-opening

38. Following closure due to COVID19 related sickness the Town Council Office and Depot shall be subject to a deep clean before Officers return to work.
39. Officers shall only return to work if they are exhibiting no symptoms of COVID19, after following a period of time as specified in current government advice.
40. Officers shall hold a briefing meeting

Salaries

Staff will continue to receive their salaries for:

41. Self-isolation
42. Working from home



PRINCES RISBOROUGH TOWN COUNCIL



Sick leave

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

Holidays

44. 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

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