

**KINGSTON BAGUIZE WITH SOUTHMOOR PARISH COUNCIL
EXTRAORDINARY MEETING**

Monday 23 March 2020
7pm, Kingston Bagpuize House

MINUTES

Present: Cllr Bello, Cllr Grant (chairman), Cllr Smith

Clerk: Sarah Bates

1. **Apologies:** Cllr Forster, Cllr Pearce, Cllr Swale, Cllr Warr, Cllr Weeks (for safeguarding reasons during Covid-19 outbreak)
2. Council to consider delegation of certain duties and/or decision making to RFO/Clerk and a small emergency committee enabling the PC to continue to function while corona virus (Covid -19) emergency continues and meetings are potentially cancelled or are inquorate. Functions which could be delegated:
 - a. Delegated Officers ie: Clerk and one councillor (Chairman) to sign all cheques except the clerk's salary payment, ensuring regular monthly payments as well as occasional payments to be made promptly. Council resolved to accept this proposal during the crisis.
 - b. Delegated Officers to approve quotes up to £1000 after circulating Councillors with details – this would cover such emergency work as tree surgery, urgent repairs to damaged playground equipment which renders it dangerous/unsuitable for use. Council resolved to accept this proposal.
3. Follow OALC's advice and move date for Annual Parish Meeting back to the end of May. Council resolved to hold this, if possible, on Tuesday 26 May, pending further advice from OALC/the government.
4. Council to consider approval of on-line banking, with appropriate procedures to be followed, to allow payments to be made in the cases where meetings are cancelled or are inquorate. The clerk has the necessary forms from the Bank of Ireland and completed these with the chairman in order to process the application. Daily payment limit agreed at £10,000. The Clerk would be the administrator which will enable her to give "user" responsibilities to councillors. The clerk will not be a user, but as administrator will set up the payments which would then be approved by two councillors who would log on as users with their own personal pin numbers. As no-one will be both an administrator and a user this maintains security for the account and ensures risk is managed.

Meeting concluded 7.30pm