

BOTESDALE PARISH COUNCIL

YOU ARE HEREBY SUMMONED to attend an **EXTRAORDINARY MEETING** of **BOTESDALE PARISH COUNCIL** to be held at **BOTESDALE VILLAGE HALL** on **TUESDAY, 24 March 2020** at 5.30PM.

Signed

19 March 2020

Parish Clerk

AGENDA

1. **To receive apologies for absence.**
2. **To confirm the Minutes of the Meeting held 2 March 2020.**
3. **Members Declarations of Interest and Dispensations:**
4. **General Items:**
 - 4.1 **Administrative Arrangements during Covid-19:** To agree temporary arrangements to conduct council business within the restrictions, recommendations and guidance from Government resulting from the pandemic of Covid-19. The arrangements aim to minimise the risk to health of the Clerk, Councillors and their families, while performing the statutory duties of the Council as closely as possible. The most significant restriction that we are proposing is the reduction of meetings for the avoidance of unnecessary social contact. The arrangements will be kept under review as government guidance changes in response to the development of the pandemic. The Council will therefore consider the following actions:
 - To cancel all meetings of the Parish Council, Committees, Sub-Committees and Steering Groups, including the Annual Parish Meeting and any other planned gatherings such as the Village Litter Pick;
 - To delegate power to the Clerk, in email consultation with all Parish Council members, to respond to planning matters;
 - To delegate power to the Clerk, in email consultation with all Parish Council members, to respond to any urgent correspondence that requires the input of the full Council;
 - To delegate power to the Clerk (RFO), in email consultation with all Parish Council members, to make any urgent payments not authorised below, by cheque or online banking if necessary (the latter with online oversight from the Chairman);
 - To note that the arrangements for the presentation and approval of the end of year financial statement will be delayed until the Annual meeting of the Parish Council can be held.These actions to remain in place until the normal meeting schedule resumes in line with government guidance.
5. **Finance:**
 - 5.1 **Account Balance:**

	£46,071.94	
Income:	£ 320.19	MSDC Street Cleaning Grant 4 th qtr
 - 5.2 **Accounts for Payment (Apr):**

Admin Payments	£ 816.74	Not itemised due to GDPR
Street Sweeping etc.	£ 156.81	St Clean/Play Area/VAS Apr 20
Glasdon UK	£ 301.75	Dog Bin Retriever 60
Suffolk County Council	£ 1,033.76	Street Light Maint/Energy 19-20
 - 5.3 **Accounts for Payment (May):**

Admin Payments	£ 670.05	Not itemised due to GDPR
Street Sweeping etc.	£ 156.81	St Clean/Play Area/VAS May 20
 - 5.4 **Accounts for Payment (Jun):**

Admin Payments	£ 670.05	Not itemised due to GDPR
Street Sweeping etc.	£ 156.81	St Clean/Play Area/VAS Jun 20
6. **Next Meeting:** TBA