

**Minutes of a meeting of Extraordinary Meeting
held on Tuesday 17th March 2020 at 7:00 pm
at The Cricket Pavilion, Meopham Green**

Present: Cllrs M Bramer, D Bramer, Buchanan (Chairman), Gofton, Innes,
McTavish, Rose and Wade

Item 1: Apologies for absence

C.180 Cllrs Luxford, Madgwick and Ogden had sent apologies.

Item 2: Declarations of Interest

C.181 There were no declarations of interest.

Item 3: To approve a Coronavirus Emergency Plan for Meopham Parish Council

C.182 A draft plan had been circulated prior to the meeting with an amendment paper. Cllr M Bramer proposed adding the amendment paper into the overall plan. This was seconded by Cllr Rose and all voted in favour.

Cllr M Bramer then proposed approval of the emergency plan including the amendment paper. This was seconded by Cllr Rose and all voted in favour.

It was noted that a meeting is being held on 19.03.2020 with MP Adam Holloway to discuss the coronavirus emergency. Several councillors would be attending this meeting along with the Clerk.

Meeting closed at 7.25 pm

Coronavirus Emergency Plan for Meopham Parish Council

The following plan has been drafted to assist Meopham Parish Council (MPC), especially when making decisions in the event of central government moving from the 'containment phase' to the 'delay phase' in relation to the coronavirus. We are awaiting further advice from the government and NALC or KALC before implementing many of the decisions below.

Staff Sickness Issues

1. In the event that staff are off sick, they will be paid in full if off work for the coronavirus
2. If staff are off for over 7 days with the coronavirus or a minor cold related illness, in relation to point 13, a doctor's certificate is not required and staff should follow the government guidelines for the coronavirus on this
3. If a member of staff is off sick with the coronavirus, or has been in direct contact with someone who has contracted the coronavirus, all members of staff in the office are to self-isolate, as directed by the government
4. Homeworking policy – S. Eggesden and N. Jerram already have a homeworking policy in place as part of their contracts. If homeworking is implemented, due to a situation arising as mentioned in point 3, the homeworking policy is to be implemented automatically and this policy is to be temporarily implemented for J.Barker during this period only
5. The homeworking policy currently states that MPC are not responsible for any associated costs for working at home. During this period of any enforced homeworking, the council will be responsible for any additional costs related to homeworking including telephone call costs, printing and photocopying.
6. When obtaining any office files during any homeworking period due to self-isolation, staff are to arrange to visit the office to collect any work files at different times

Office hygiene

7. To take extra hygiene precautions in the office: provide staff with hand gel, anti-bacterial soap and antibacterial wipes for doors handles, phones and equipment. To use paper towels in the office for hand drying.

Planning for Clerk being off sick and other/all staff members off sick

8. Clerk to train N. Jerram in making unity trust bank online payments, arranging for payroll and pension information monthly from the bookkeeper and updating the pension

provider with pension information

9. Clerk to go through the process of making payments for Judson's Pavilion Project and re-claiming the funds via the grant with the Football Foundation with N.Jerram
10. Clerk to set up standing orders for the payroll and for KCC Pension monthly payments
11. For current contracts: - If not already in place, Clerk to set up invoices to be paid via Standing Order

Office and Meeting/Event matters

12. To delegate to the Clerk in consultation with the Chairman or the Vice Chairman of MPC, to take the decision, based on government advice, to ban all visitors and councillors to the office in order to limit the risk of the office staff coming into contact with the coronavirus
13. To delegate to the Clerk in consultation with the Chairman or the Vice Chairman of MPC, to take the decision, based on government advice, that staff and councillors are to stay away from any council meetings or the parish office if they develop any minor cold related illness for the time specified by any forthcoming government decision on this
14. Bookkeeping – to continue to allow the Bookkeeper from MI Payroll to come to the Parish Office twice a month, providing there is no change to their situation and they have not become sick with the coronavirus, or have not been in direct contact with someone who has contracted the coronavirus or have a minor cold related illness, as detailed in point 13
15. Annual Audit – to take advice from NALC/KALC on the process for dealing with the annual audit, including carrying out the internal audit with David Buckett, in event of not being able to carry out the internal audit due to self-isolating or approve the annual audit at a council meeting in relation to point 16 coming into effect.
16. Parish Council meetings and events: - To delegate to the Clerk in consultation with the Chairman or the Vice Chairman of MPC, to take the decision, based on government advice, to cancel or delay meetings/events for the following: -
 - Parish Council and Committee meetings – consider cancelling all planned face to face meetings until further notice.
 - Annual Parish Meeting (28 April) and Annual Council Meeting (12 May) – consider delaying these until later on in the year and to take advice from NALC/KALC on this
 - VE Events (8, 9 and 10 May) – wait to see what the national position is on this
 - Formal opening of the Judson's Pavilion (provisionally planned for May/June) - delay until later in the year
 - Picnic on the Green in August – still in the planning stage/wait to see how the

coronavirus situation progresses

Council work

17. To delegate to the Clerk in consultation with the Chairman or the Vice Chairman of MPC or the relevant committee, to take the decision to convert a scheduled face-to-face meeting to a virtual meeting, in accordance with the policy set out below: -

Procedure for Virtual Meetings

When a meeting of Full Council or a Committee is declared as a virtual meeting, the usual meeting date and procedure for issuing the summons, agenda and supporting papers and minutes using electronic mail will be followed, but the following changes shall apply.

- Meetings will be held by electronic mail discussion without any involvement by the public. No summons and agendas will be placed on public noticeboards.
- Agendas will be set by the Clerk in consultation with the Chairman and Vice Chairman of the meeting. They will generally comprise only motions for voting on (for, against or abstain).
- All members of the Council or Committee will be invited to vote by email up to midnight on the day of the meeting. Votes should be sent to the Clerk and copied to all the other councillors. Provided that four votes (including abstentions) are made by the deadline, the quorum requirement will be deemed to be met for each item.
- At the next face-to-face meeting of Full Council or the Committee concerned, members will be asked to ratify the decisions made. This approach should reduce or eliminate possible problems with the auditors relating to ultra vires payments.

18. To increase the delegation powers to the Clerk during the period of 'non meetings' as outlined in point 16, to be able to deal with emergency work situations, in consultation with the Chairman and the Vice Chairman or the Chairman and Vice Chairman of any Committee, depending on whom is available, to spend within the budget heading amount available for each committee

19. In the event of the Chairman and/or the Vice Chairman being unavailable for consultation on any of the above matters, the Clerk will consult with any other Committee Chairman or Vice Chairman. In the event of the Clerk being unavailable, N Jerram or J Barker will consult with councillors as defined above.

Council Assets

20. Pitfield Toilets – to keep open as long as contractor May Harris can continue to offer the opening and cleaning service. In the event of any change to this, the toilets will be closed until further notice.

21. Judson's Pavilion – Once work is complete, currently planned for the end of March 2020, Meopham Colts will take over running of the building under the agreed lease
22. Judson's Recreation Ground and Play Equipment – GBC currently risk assess weekly. In event of any change to this service, the council will need to reassess. Service Contractor litter picks here 5 days per week. In the event of any change to this service, the recreation ground will not be litter picked
23. Village Greens – Service Contractor to continue to oversee the village greens. In the event of any change to this service, the council will need to reassess. Meopham Cricket Club manage part of the main green under an agreed lease.
24. Meopham Allotments – Meopham Allotment Association will continue to run the allotments under the agreed lease
25. Parish Council owned Bus shelters – Element UK cleanse the shelters bi-monthly. In the event of any change to this service, the council will have to reassess. The Service contractor sweeps out the bus shelters fortnightly. In the event of any change to this service, the council will have to reassess.
26. Any change or reassessment on the above services for points 20 to 25, will be dealt with via email consultation of councillors

Approved by Full Council on 17.03.2020