

MABLETHORPE AND SUTTON TOWN COUNCIL
NOTES OF THE EXTRAORDINARY MEETING OF THE
TOWN COUNCIL

Held on 16th March 2020

Present: Cllr C Tebbutt (in the Chair)
Cllrs A Benjamin Ms S Carruthers Mrs J Cook
G Cullen B Dobbs S Holland
A Howard A Mee C Matthews
Mrs H Matthews D Mellor G Parkhurst
Miss H Parkhurst D Richardson P Russell
Mrs A Wain

Absent: Cllrs T Brown
Mrs B Cundliffe

In attendance: Mr S Fletcher (Town Clerk)
Mr O Monk (Admin Assistant)

Due to the uncertainty in respect of the spread of the Covid19/Corona Virus and in order to limit any risk to members of the public, elected Members or members of staff and notwithstanding any relative Government legislation or advice from relevant medical or any public body pertaining to best and safe practice, the following items were discussed as part of an ongoing contingency plan and to ensure the smooth running and operation (wherever possible) of the Town Council over the interim period.

104 **APOLOGIES FOR ABSENCE**

The meeting was advised that apologies with valid reasons for absence had been received from Cllrs B Cundliffe.

It was proposed, seconded and

Resolved: That those apologies with valid reasons for absence be accepted from Cllr B Cundliffe.

105. **TO RECEIVE DECLARATIONS OF INTEREST UNDER THE LOCALISM ACT 2011**

There were none.

106. **TO RESOLVE TO MOVE INTO CLOSED SESSION IN ACCORDANCE WITH THE PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960 DUE TO THE SENSITIVE NATURE OF THE BUSINESS TO BE DISCUSSED IN RELATION TO THE FOLLOWING MATTER:-**

It was proposed, seconded and

Resolved: That the Town Council moves into closed session in accordance with the Public Bodies (Admission to Meetings) Act 1960 due to the sensitive nature of the business to be discussed in relation to the following matters:

Business interruption – Contingency planning

This part of the meeting closed at 6.32 p.m.

The meeting continued in the absence of press and public. (Not for publication by virtue of Section 100(a) para. 4 of the Local Government Act 1972, the items being of a confidential nature)

Minutes arising from confidential item:-

107. **SAFETY STATEMENT - MEETINGS**

It was proposed, seconded and

Resolved: That the Town Council recognises and agrees that no business, meeting, service provision or service delivery of the Authority is of any importance **above that** of public and personal safety. As such all scheduled public meetings will be cancelled for an **initial 4 month period** (or as circumstances dictate).

108. **COMMUNITY RESILIENCE BUDGET**

It was proposed, seconded and

Resolved: That the Town Council establishes a 'Community Resilience' budget head with the agreed sum to be used from within general reserves with the aims of assisting vulnerable groups within the parish as necessary. It was noted that the Town Clerk was working on a policy document to deliver the aims of the Council in respect of such assistance.

109. **ATTENDANCE OF EVENTS BY ELECTED MEMBERS / STAFF**

It was proposed, seconded and

Resolved: That the attendance by elected Members and members of staff of the Town Council at appointed outside bodies, training courses or on relevant Town Council business be subject to **a)** cancellation by the lead body, organisation or group; **b)** self-preservation or **c)** legislation.

It was noted that where possible and when non-attendance through personal or corporate choice was decided, apologies should be submitted by individual(s).

109. **AUTHORITY TO DEPUTY CLERK**

It was proposed, seconded and

Resolved: That where, in any Standing Order or Financial Regulation of the Town Council where delegated authority is already given to the Town Clerk & RFO, such authority be also be delegated to the Deputy Clerk for a period of **no longer than 4 months** (or as circumstances dictate).

110. **SUSPENSION OF STANDING ORDERS / FINANCIAL REGULATIONS**

It was proposed, seconded and

Resolved: That the Town Council gives delegated authority to the Town Clerk (in consultation with the Mayor/Deputy Mayor or the Chairman/Vice Chairman of the respective substantive committees (i.e. Admin, Planning, Personnel)) to: suspend any relevant Standing Order or Financial Regulation as necessary to ensure the smooth running and operation (wherever possible) of the Town Council for a period of **no longer than 4 months** (or as circumstances dictate), with the Town Clerk / Deputy Clerk to compile and maintain a list of such suspensions and reasons which will be to be presented to a future meeting of the Administration Committee for scrutiny.

111. **ADDITIONAL DELEGATED AUTHORITY – STAFF MEMBERS**

That the Town Council gives additional **delegated authority** for a period of **no longer than 4 months** (notwithstanding relative Government legislation or medical/relevant body advice or best/safe practice)) to the Town Clerk and/or the Deputy Clerk, in consultation with the Mayor and Deputy Mayor or the Chairman / Vice Chairman of the respective substantive committees (i.e. Admin, Planning, Personnel) to:

- i) undertake day to day duties (wherever possible and within legal constraints and with the best intentions of public safety and to promote infection control) in order to minimise disruption to service provision and ensure business continuity;
- ii) undertake any additional duties necessary (wherever possible within legal constraints and with the best intentions of public safety and to promote infection control) in order to minimise disruption to service provision and ensure business continuity;
- iii) undertake decisive actions (within legal constraints and with the best intentions of public safety and to promote infection control) in respect of cancelling any meetings of the Town Council, its committees or working groups.
- iv) To undertake decisive actions (within legal constraints and with the best intentions of public safety and to promote infection control) in respect of cancelling events or gatherings within Council operated properties (i.e. offices, beach huts, market stalls etc.).

112. **ANNUAL COUNCIL MEETING / ANNUAL PARISH MEETING**

It was proposed, seconded and

Resolved: That as the cancellation of meetings has a direct impact on the Annual Meeting of the Town Council (scheduled for 18th May 2020), the roles of Mayor, Deputy Mayor and the existing committee structures (including the chairmanship of such) will remain the same until a suitable and safe public meeting is called and held.

Where any cancellation of meetings has a direct impact on the holding of the Annual Parish Meeting, the Town Council will hold such meeting at a future date.

It is noted that whilst the above decisions are **contrary to existing legislation** (as of 16th March 2020) the Town Council has made these decision in order to place public safety at the forefront.

113. **ORDERS FOR PAYMENT**

It was proposed, seconded and

Resolved: That the Town Clerk along with those elected Members with delegated responsibility for the authorising and signing of payments put measures in place with robust transparency processes to ensure effective business continuation and to minimise impact on local service delivery and local business with ratification by the Town Council to be made at the earliest and safest opportunity.

114. **PLANNING MATTERS**

It was proposed, seconded and

Resolved: That That the Town Council authorises the Planning Committee to deal with planning applications via email and gives delegated power to the Town Clerk & RFO to collate responses and submit to ELDC (on a majority basis).

115. **BUDGETARY CONTROL AND AUTHORITY TO SPEND**

It was proposed, seconded and

Resolved: To authorise an increase in the spending limit to the Town Clerk in consultation with the Mayor and Deputy Mayor or the Chairman / Vice Chairman of the respective substantive committees (i.e. Admin, Planning, Personnel) from any item below £1,000 to any amount below £ 5,000 in respect of any emergency or Health & Safety matter.

116. **CONTRACT AWARD**

It was proposed, seconded and

Resolved: That the awarding of the grounds maintenance contract for LCC verges be delegated to the Contracts Awarding Committee using best value principles (noting best value does not mean the cheapest) with the decision to be ratified by the Town Council at a future date.

117. **STAFFING MATTERS – ANNUAL APPRAISALS**

It was proposed, seconded and

Resolved: That whilst there is time limited recognition that annual staffing reviews and potential remuneration is necessary, following discussion and written receipt of staff agreement it was approved that annual staffing reviews be delayed and any monetary awards be backdated (once and if approved) to 1st April 2020.

118. **POLICY UPDATES**

It was proposed, seconded and

Resolved: That delegation is afforded to the Town Clerk to update policy documentation where revision dates are the only necessary updates and such updates to be ratified by the Town Council at a future meeting. Where any legislative changes are necessary, the Town Clerk will update relevant documentation and implement any necessary changes.

119. **ADVICE TO TENANTS & COMMUNITY GROUPS**

It was proposed, seconded and

Resolved: To offer impartial, practical advice to occupiers of Town Council buildings and other community groups and organisations in respect of their responsibilities to take decisive actions (with the best intentions of public safety and to promote infection control) in respect of cancelling events, meetings and gatherings;

It is noted that the Lincolnshire Resilience Forum (LRF) Communities and Volunteer Coordination Cell within the County Emergency Centre, will be operational from **8am to 4pm** Tuesday 17th March 2020 until further notice and it will active Monday to Friday.

Currently the cell has been tasked by the LRF to gather information about local activity **only** and it advises communities **not** to mobilise, task or deploy any organisation, community group or individual within the parish.

120. **GENERAL INFORMATION UPDATES**

It was proposed, seconded and

Resolved: To keep elected Members (via email / telephone calls) and members of the public (via the Town/Parish Council website and notice boards (where / when relevant and practicable)) updated on advice from (and as relevant):

- the World Health Organisation
- Central Government & the NHS
- Lincolnshire Resilience Forum (LRF) / Emergency Planning Team
- the National Association of Local Councils (NALC)
- the Lincolnshire Association of Local Councils (LALC)
- the National Association of British Market Authorities (NABMA)
- the Institute of Crematorium and Cemeteries Management (ICCM)
- the National Allotments Association
- any other recognised public or national body

The meeting closed at 7.44 p.m.