MINUTES OF AN EXTRA ORDINARY MEETING OF NORMANTON TOWN COUNCIL

Held on Friday 20th March 2020 at 11.00am at Normanton Town Hall

# Present

Councillor Mrs C Appleyard

Councillor D Appleyard – Deputy Mayor

Councillor Mrs E Blezard

Councillor F D Jones

Councillor Mrs H Jones

Councillor Mrs F Marchant

Councillor Mrs L Masterman

Councillor B Mayne

Councillor Mrs P Mayne

Councillor Mrs C Moran, BEM

Councillor W Wood

# Absent

Councillor R Best, Councillor J Botterill, Councillor J Farrar, Councillor S Hudson, Councillor J Medford, Councillor Mrs A Moran, Councillor R Seal, Councillor D South, Councillor A Wassell, Councillor K Wilson, JP, Councillor Mrs A Wood.

# 167. Apologies for Absence

RESOLVED that apologies for their inability to attend be received and reasons approved on behalf of:

Councillor R Best, Councillor J Botterill, Councillor J Farrar, Councillor S Hudson, Councillor J Medford, Councillor Mrs A Moran, Councillor R Seal, Councillor D South, Councillor A Wassell, Councillor K Wilson, JP, Councillor Mrs A Wood.

# 168. Declarations of Interest

Members were reminded of the requirement to make an appropriate declaration at the meeting in any items in which they had an interest.

There were no declarations made.

# 169. Coronavirus - Risk Assessment

RESOLVED that the Risk Assessment be approved and that:

i) The Council approves the purchase of additional equipment and IT support to facilitate working from home.

ii) Working from home will commence from 23rd March 2020;

iii) All non-essential meetings be cancelled until at least 30th June 2020 and the position be reviewed at a later stage;

iv) All events be cancelled until at least 30th June 2020 and the position be reviewed at a later stage;

v) The Party @ Haw Hill Park event scheduled for 11th July 2020 be postponed with a view to holding it later in the year if possible;

vi) The management of allotments be handled on an emergency basis during the period of the office closure;

vii) The Woodhouse Community Centre be closed with effect from Monday 23rd March 2020 until further notice;

viii) All non-core services be cancelled until further notice.

# 170. Coronavirus – Delegated Authority

RESOLVED that the Town Clerk be delegated authority to act and make decisions on behalf of the Town Council for the duration of the Coronavirus Crisis and that:

i) The Town Clerk will, where possible, consult with the appropriate Chairman or Leader;

ii) The delegation does not extend to matters expressly reserved to the Council in legislation;

iii) Any decisions made under this delegated authority must be recorded in writing.

# 171. Coronavirus – The Town Council’s Role

RESOLVED that the report be received and approved and that:

i) The Town Councils role will be limited to the sharing of information through social media;

ii) Councillors who wish to volunteer in the community must register as individuals and not on behalf of the Council.

In the absence of any further business, the Deputy Mayor thanked everyone for their attendance and closed the meeting.