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|  | **WALBERTON PARISH COUNCIL****INCLUDING FONTWELL AND BINSTED**Parish Council Office, The Pavilion, The Street,Walberton, Arundel, West Sussex, BN18 0PJTel: 01243 554528email: clerk@walberton-pc.gov.uk[www.walberton-pc.gov.uk](http://www.walberton-pc.gov.uk) |

**MINUTES OF EXTRAORDINARY MEETING OF THE PARISH COUNCIL HELD IN THE PAVILION AT 6.30pm ON TUESDAY 17 MARCH 2020.**

**94/20 Record of attendance and apologies**

 In attendance: Cllrs Ratcliffe (Chair), Rogers, Vawer, McElvogue, Fisher and Porter.

 Apologies: Apologies were received from Cllrs Mrs Shackleton and Mrs Clark.

**95/20 Declaration of interests on items on the agenda**

 None.

**96/20 To review the current coronavirus situation and consider a plan of action to enable the Parish Council to fulfil its obligations and keep the community safe.**

 The Clerk gave an introduction that the recent coronavirus outbreak has been declared Pandemic and that the government has issued advice to the public with regards to social gatherings and self-isolation, with the elderly and other vulnerable people most at risk. It is likely that the situation will persist for several weeks and is likely to cause difficulties for people who are not able to go shopping, collect prescriptions or are otherwise unable to leave their house.

The meeting acknowledged that there are a number of established local networks who have experience in the co-ordination of providing assistance. These are Village Friends, Mothers Union and Wednesday Afternoon Club.

**97/20** The meeting was suspended to receive advice and suggestions from Sue Young and Claire Lewis. After a discussion the meeting was resumed. Cllr Ratcliffe thanked Sue and Claire for their contribution.

**98/20** **Priorities**

The Council agreed the following priorities:

* To support the government’s and ADC’s advice on managing the coronavirus situation
* To ensure that the Parish Council fulfils its legal obligations
* To support the parish using identified local resources
* To put those people in need of assistance in touch with those organisations able to help
* To keep the community updated

**99/20 Risks**

The meeting identified the following risks that the situation potentially poses:

* Council meetings not being quorate through councillor sickness
* Lack of Clerking service through sickness
* Potential safeguarding issues with putting people in touch with others

**100/20 Action**

The following actions were agreed to manage and mitigate identified risks:

1. The Clerk identified the planned council meetings up until the end of May. It was agreed that it is likely that the coronavirus situation will continue until then.

Resolved: To cancel all future Parish Council meetings until further notice. This will be regularly reviewed. The Clerk will identify matters of a legal nature and call an Extraordinary Full Council meeting if required.

2. In the event of Clerk’s sickness, emails will be monitored by Cllrs Ratcliffe and Mrs Clark. Should his sickness be longer than 7 days, a review of what additional action is necessary will be required.

3. Council payments and accounting is still required. Consideration was given to delegating powers to the Clerk to ensure continuity.

Resolved: The Clerk to have delegated powers to accept any quote and make any necessary payment he sees fit, to be reported regularly to the Chairman and at the next Full Council meeting.

4. The Clerk to contact Village Friends, Mothers Union and Wednesday Afternoon Club, with a view to confirming that they will co-ordinate assistance with people who contact them for assistance and to request permission to put their organisations’ contact details on the parish and Walbinfont websites.

5. The Council will put those who contact it requesting assistance in touch with one or more of the above organisations. It will not be for the Council to provide a co-ordinating role and it will be for the organisations providing assistance to manage any safeguarding issues.

6. The Council’s current Emergency Reserve of £5000.00 was noted.

7. The Clerk agreed to staff the Parish Office for at least one hour each morning until further notice in order to take any messages for assistance left on the ansaphone.

8. Cllr Vawer agreed to draft an information leaflet on the coronavirus and assistance available for delivery to every household.

**101/20 Meeting end**

Cllr Ratcliffe thanked councillors and members of the public present for their contribution at the meeting, which concluded at 7.30pm.

Signed ………………………………………………………. Date …………………………………………………….

 Chair