



# Dulverton Town Council

[www.dulvertontowncouncil.co.uk](http://www.dulvertontowncouncil.co.uk)

## The Clerk

The Council Office  
2A Lady Street, Dulverton  
Somerset TA22 9BZ

[clerk@dulvertontowncouncil.co.uk](mailto:clerk@dulvertontowncouncil.co.uk)  
Telephone: 01398 324561

## **NOTICE OF MEETING**

You are summoned to an extraordinary meeting of Dulverton Town Council that will be held on 20<sup>th</sup> March 2020, in the Council Office, Lady Street, Dulverton, commencing at 10.00am.

### **AGENDA**

1. Apologies for absence and acceptance of any reasons offered.
2. Deferment of Business for Comment by the Public:
3. Declarations of Interests: Members are asked to declare any interests they have in relation to the items on the agenda for this meeting.
4. Chairman's Comments & Meeting Management:
6. Business Continuity Motion: To resolve as per Appendix A
7. Issues to be raised with permission of the Chairman:
8. Date of next Meeting: To be determined

17<sup>th</sup> March 2020

Amanda Rose  
Clerk to the Council

**Business Continuity Motion to Council**

In light of the Coronavirus (Covid-19) pandemic and government advice, this council resolves that:

(a) Should the council be unable to meet for whatever reason, the Clerk be given delegated authority to progress all ongoing matters and projects and authorise all regular payments and incur expenditure in line with the council's agreed budget.

(b) Any decisions taken under resolution (a) above will be taken, whenever possible, in consultation with the Chairman and Vice Chairman of council and the relevant Committee Chairman (if appropriate). A record of all decisions and expenditure incurred under delegated authority will be kept and reported to members when the council next meets.

(c) The authority to decide the council's response to planning applications be delegated to the Clerk or Assistant Clerk, in consultation with the Chairman of the Planning Committee and Chairman and Vice Chairman of council.

Whenever possible, members of the Planning Committee (or council in the case of large applications) will be informed of applications out for consultation and will be invited to submit comments to the Clerk or Assistant Clerk.

(d) The provisions outlined in resolutions (a-c) above will override any requirements to the contrary in the council's standing orders, financial regulations or terms of reference.

(e) In the interest of staff, volunteer and public safety the community office will be closed to the public, except by appointment, whenever government advice deems this to be appropriate.

(f) In line with government advice, staff will be encouraged to work from home.

(g) Should the Clerk be unable to perform his duties, Mrs Sylvia Gosling will assume the role of Proper Officer and RFO.

(h) The Clerk, in consultation with the Chairman and Vice Chairman, may incur expenditure from the project earmarked reserve where such expenditure will help the community's efforts to support those in need of assistance or prevent social isolation.

(i) Should government allow councils to meet virtually (online), the council will take all reasonable steps to facilitate this.