

**MINUTES of the EXTRAORDINARY MEETING of SILKSTONE PARISH COUNCIL held on Monday 23<sup>rd</sup> March 2020 at Silkstone Recreation Ground.**

**PRESENT**

**Meeting Chaired by:** Cllr Richard Leech

**Councillors:** Alan Thompson and Debra Smith.

In attendance: No other attendees.

**PUBLIC QUESTION TIME**

No members of the public attended the meeting and no matters were raised by Councillors.

Meeting opened at 6.46PM.

**19-260 APOLOGIES**

**RESOLVED** to accept apologies from:

Cllr M Liddell, Cllr D Liddell, Cllr R Stier and Cllr P Millar.

**19-261 DECLARATIONS OF INTEREST**

**RESOLVED** to note there were no declarations.

**19-262 EMPOWERMENT OF CLERK**

**RESOLVED** to exercise the Council's power under Local Government Act 1972 Section 101 to empower the Clerk & Responsible Finance Officer to do anything expedient and necessary to ensure the continuous business of the Council and to deal with mandatory undertakings in order to prevent the authority from incurring liability for a period of 3 months or until revoked by resolution of Council.

**RESOLVED** to agree that in the event of the Clerk and Responsible Finance officer been unable to perform his duties through illness or injury, to transfer the delegated powers to the Finance Committee of the Council, which would be empowered to do anything expedient and necessary to ensure the continuous business of the Council and to deal with mandatory undertakings in order to prevent the authority from incurring liability for a period until such time as the Clerk and Responsible Finance Officer has returned to duties or until revoked by resolution of Council.

**19-263 CORONAVIRUS (COVID-19) RESPONSE**

**RESOLVED** to note a verbal report from the Clerk that 'help-cards' had been distributed to many parts of the villages, with the exercise ongoing. Steve Fletcher is co-ordinating the creation of a database in order to allocate specific areas of the villages to volunteers.

The additional Parish Council 'phone will be held by Cllr Leech to act as 'back up' the usual Parish Council number.

**RESOLVED** to note that Cllr Leech is investigating the possibility to set up a remote conferencing group in order that Members of the Council can still interact and discuss issues. The Council have additional Microsoft free licences for Office 365 available which allows the use of 'Teams'.

Whilst there is no legal ability to hold Council meetings remotely; contemporaneous minutes of discussions will provide historical context to the operation of the Council during this unprecedented time.

**RESOLVED** to note that a decision as to whether the next scheduled meeting of the Council on Monday 6<sup>th</sup> April goes ahead will be made on Wednesday 1<sup>st</sup> April 2020.

## 19-264 UPDATED BUSINESS CONTINUITY PLAN

**RESOLVED** to note that this has been updated by the Clerk and Part A will be emailed to all Councillors and Part B to the Chair and Vice-Chair.

## 19-265 INVOICES FOR PAYMENT

**RESOLVED** to approve the payment schedule dated 23<sup>rd</sup> March 2020.

Date	Invoice number	Payee	Description	Net	Vat	Total	Cheque number	Purchase Order
<b>Tax Point</b>								
<b>Paid in between meetings</b>								
29-Feb-20	1931	Bothams Prestige	Maintenance of Recreation Ground & Villages	£1,025.42	£205.08	£1,230.50	SO	2019-009
01-Mar-20	H1836DD8BB	Eon	Pavillion Electricity	£60.12	£3.01	£63.13	DD	
01-Mar-20	H1836EADOA	Eon	Pavilion Gas	£98.16	£4.91	£103.07	DD	
02-Mar-20	879	Kirkwells Limited	Neighbourhood Planning Consultancy	£1,715.00	£343.00	£2,058.00	301698	2020-011
09-Mar-20	PW503144	PWLB	Loan Repayment	£6,744.18	£0.00	£6,744.18	DD	N/A
15-Mar-20	N/A	Yorkshire Air Ambulance	Summer Fair - Charitable Donations	£564.54	£0.00	£564.54	301699	N/A
15-Mar-20	N/A	Richard Bell	Summer Fair Raffle Prize & Pavilion supplies	£56.41	£1.28	£57.69	301700	N/A
15-Mar-20		Stewart Walton	Handyman Services - Safety Fence SRG	£130.00	£0.00	£130.00	301701	2020-009
15-Mar-20		Stewart Walton	Paint and Materials for Safety Fence SRG	£25.25	£0.00	£25.25	CASH	2020-009
11-Mar-20	23713	Signs Xtra Ltd.	Great British Spring Clean - Banners	£150.00	£30.00	£180.00	301702	2020-007
10-Mar-20	SINV0262365	BOS Office Supplies Ltd.	Newsletter production, printing and delivery	£521.58	£0.00	£521.58	301703	2019-014
07-Mar-20		Gareth Pritchard	Legionella Inspection & Report	£45.00	£9.00	£54.00	SO	
23-Mar-20	837-1920	YLCA	Training Webinar - Finance & Budget	£15.00	£0.00	£15.00	301704	
23-Mar-20	6	Carl Brown	Handyman Services - March 2020	£110.00	£0.00	£110.00	301705	2019-007
23-Mar-20	YLCA Sub	YLCA	Annual Membership of YLCA	£748.00	£0.00	£748.00	301706	
23-Mar-20		BOS Office Supplies Ltd.	Covid-19 Response : Help Card Production	£94.15	£2.50	£96.65	301707	
21-Mar-20	N/A	Peter Millar	Covid-19 Response : Emergency Card	£48.90	£9.80	£58.70	301708	
18-Mar-20	89633	Viking	Covid-19 Response: Printer Cartridges	£94.95	£18.99	£113.94	301709	
23-Mar-20	N/A	Richard Bell	Office Allowance	£40.00	£0.00	£40.00	301710	
			Covid-19 Response : Additional Mobile SIM	£10.00	£0.00	£10.00	301710	
			Covid-19 Response : Guillotine	£16.66	£3.33	£19.99	301710	
			Allotments Barrier tape	£6.73	£1.35	£8.08	301710	
			Office Mobile Telephone	£10.00	£0.00	£10.00	301710	
			Total £88.07					
			<b>Total invoices for payment</b>	<b>£12,330.05</b>	<b>£632.25</b>	<b>£12,962.30</b>		

## 19-266 APPOINTMENT OF INTERNAL AUDITOR

**RESOLVED** to agree to the appointment of David Hughes to act as Internal Auditor for the Parish Council.

## 19-267 TWINNING BANK ACCOUNT

**RESOLVED** to agree that funds can be transferred from the Twinning Association bank account into the Council bank account upon closure and earmarked in the accounts.

**19-268 INFORMATION TECHNOLOGY**

**RESOLVED** to note that the Media Working Party meeting scheduled for Wednesday 24<sup>th</sup> March will be cancelled and the new accessibility compliant website project will be put on hold for the foreseeable future.

**19-269 DATE OF NEXT MEETING**

The next meeting of Silkstone Parish Council will be held on Monday 6<sup>th</sup> April 2020 at Silkstone Sports Pavilion commencing at 6.45pm.

*The Chair closed the meeting at 6.58pm.*

Chair's Signature	Date
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