



**Minutes of the Extraordinary Meeting
3rd April 2020 at 10.00 am
Appledore Village Hall Car Park (attendees standing apart)**

Present

Councillors: James Perkins (Chair), Helen Hennig, Lyndsey Jenkins and Chris Vane.

In Attendance: Clerk Mary Philo.

Members of the Public: 0

1. Formalities

I) The council was quorate (LGA Act 1972 schedule 12, 12/28/45).

II) Apologies: Councillors Hiskey, Wilkinson and Winter (LGA Act 1972 schedule 12, 12).

III) Declarations of interest and dispensations: None (Code of Conduct).

2. Delegation to Clerk during COVID-19 Pandemic

It was resolved to delegate to the clerk the daily running of the council.

Consideration of planning issues, issues with regard to the Council Field

Development and any other major issue to be delegated to the Clerk in

consultation with the Chairman and Vice Chairman as per the schedule attached

The Clerk would report to councillors any decisions taken. Proposed by Councillor Vane and seconded Helen Hennig.

3. Date of Next Meeting

Date to be advised. Meeting closed at 10.05 am.

Schedule of delegation to Clerk during COVID-19

1. Introduction

The powers and duties set out in this scheme are delegated to the Clerk.

The Clerk is also the Council's Responsible Financial Officer and Proper Officer and responsible for the management of the council.

2. Extent of Delegation

All delegated functions shall be deemed to be exercised on behalf of and in the name of the council.

The Clerk will exercise these powers in accordance with:

- I. Approved budgets
- II. The Council's Financial Regulations
- III. The Council's Policy Framework and other adopted policies of the Council
- IV. All statutory common law and contractual requirements

The Clerk may do anything pursuant to the delegated power or duty, which would be lawful for the Council to do including anything reasonable implied or incidental to that power or duty.

3. General Matters

The Clerk is authorized to

- I. Sign any Order, Deeds or documents necessary to give effect to any of the matters contained in reports or in any resolution passed by the council.
- II. Take any proceedings or other steps as may be necessary to enforce and recover any debt owing or other obligation due to the council
- III. Institute and appear in any legal proceedings authorised by the council
- IV. Alter the date or time of a council meeting
- V. Decide arrangements for the closure of council property
- VI. To act as the council's designated officer for Freedom of information requests
- VII. To apply for planning consent for the carrying out of the development by the council
- VIII. To respond to consultation on planning applications in consultation with the Chairman and Vice Chairman
- IX. To respond to complaints made under the council's complaints procedure
- X. To manage, monitor and review the council's internal control procedures
- XI. To manage, monitor and review the council's risk management strategy

3. Financial Matters

The Clerk is authorized to:

- I. Be the Responsible Financial Officer for the purposes of Section 151 of the Local Government Act 1972
- II. Operate the council's banking arrangements
- III. Incur expenditure up to a maximum of £1,000 for any emergency to keep the council and its assets running in consultation with the Chairman. Otherwise to incur expenditure up to the limits as budgeted
- IV. Pay all accounts properly incurred
- V. Pay all subscriptions to organisations to which the council belongs
- VI. Make all necessary arrangements for the provision of an internal and external audit service for the council
- VII. Incur expenditure on revenue items within the approved budgets
- VIII. Use the toilet maintenance budgets for the its maintenance
- IX. Enter into leasing and contract hire agreement if necessary
- X. Accept quotations or tenders for work or services (where tenders are required by the council's financial regulations), subject to:
 - a) The cost not exceeding the amount approved estimate
 - b) The tender being the lowest price or the most economically advantageous to the council according to the criteria set out in the tender documentation
 - c) All the requirements of the council's financial regulations being complied with
- XI. Carry out virement of sums between cost centre in accordance with the council's financial regulations
- XII. Maintain a register of assets and inventory

- XIII. Determine the council's insurance requirements on the council's behalf
- XIV. Determine community grant applications in consultation with the Chairman and Vice Chairman

4. Staffing Matters

The Clerk is given delegated powers in consultation with the Chairman and Vice Chairman to manage staff in accordance with the council's policies, procedures and budget including:

- I. Appointments to posts
- II. Employment of temporary employees
- III. Preparation of job description and person specification, placing of advertisement and short-listing of applicants
- IV. Management of staff performance
- V. Control of discipline and performance, including the power of suspension and dismissal
- VI. Exercise of disciplinary and grievance procedures in accordance with the council's procedures
- VII. Agree minor variations to the condition of employment and approve payment of overtime
- VIII. Approve changes to the establishment structure
- IX. Implement and monitor the arrangements for annual leave, flexi time, sickness absence, maternity and paternity leave in accordance statute
- X. Authorise training online with the council's policies
- XI. Authorise the provision of protective clothing
- XII. Negotiate and agree settlements on behalf of the council in relation to any proceedings in the Employment Tribunal
- XIII. Terminate employment during probation and to review salary on completion of probation periods
- XIV. Commission legal and professional advice on staffing matters

5. Property Matters

The Clerk has, in consultation with the Chairman and Vice Chairman, the authority to manage the land and property of the council including

- I. The granting of easements, wayleaves and licences over council land
- II. Initiating legal action or proceedings against unauthorised encampments or encroachments on council land
- III. Directing the custody of Town Council property and documents in accordance with the provisions of Local Government Act 1972 S226
- IV. Serve requests for information as to ownership occupation and other interests in land for the purposes of any function under their control
- V. Appoint consultants and other professionals to carry out any function and provide any service under their control
- VI. To respond to issues regarding the development of the council field.