

**LLANTWIT FARDRE COMMUNITY COUNCIL
CYNGOR CYMUNED LLANILLTUD FAERDREF**



Minutes of the Extraordinary Meeting of the Llantwit Fardre Community Council held at the Council Chamber of the Carnegie Parish Hall, Main Road, Church Village on Tuesday, 17th March, 2020 at 6.30 p.m.

PRESENT

Community Councillor B.James – Chair

Community Councillors

J.James, G.Stacey, D.Stone, L.Walker and A.Watts

In Attendance

Ms.K.May – Clerk & Executive Officer

1. APOLOGIES FOR ABSENCE

Apologies for absence were received from Community Councillors R.Butler, C.Johnson, A.Raines and N.Tizard-Lee.

2. DECLARATIONS OF INTEREST

RESOLVED – to note that there were no declarations of interest made at the meeting pertaining to the agenda.

3. ADJOURNMENT OF MEETING

The Chair adjourned the meeting for five minutes to give Members the opportunity to read the urgent report of the Clerk.

The meeting reconvened at 6.37 p.m.

4. CONTINGENCY PLAN – COVID-19

In her report, the Clerk sought Members consideration to the Council's activities in the context of a `lockdown` and/or `self-isolation` by Councillors and

members of staff as a result of the public health emergency situation due to the Coronavirus.

The Clerk reported that since the weekend, all of the regular users of the Carnegie Parish Hall had cancelled their bookings for the foreseeable future and one member of staff had `self-isolated` until such time as further guidance is issued.

It was reported that RCTCBC had issued guidance in respect of holding meetings and that it was a decision that can be made between the Clerk and the Chair as to whether meetings should continue to be held. However, the Annual Meeting of the Council is a statutory meeting and could be affected in a `lockdown` situation as the 1972 Act specifies when this must be held and therefore any decree issued by the Government is likely to supercede the 1972 Act.

Following a discussion, it was **RESOLVED –**

1. To extend the delegation of Council decisions to the Clerk during any period of restricted activity in respect of the Covid-19 virus. Such delegation to enable the Clerk in consultation with the Chair of the Council or in his absence one other elected Member to make such decisions as required urgent to protect the interests of the Council or to prevent or reduce the risk of damage to persons or property in order to fulfil its responsibilities to its residents.
2. That the items as listed on the agenda for the meeting of the Finance and Policy Committee scheduled to take place on Monday next, 23rd March, 2020 be placed on the agenda for an Extraordinary Meeting of the Council, in view of the important decisions that have to be made in respect of the financial reports such as consideration of the Financial Risk Assessment and any outstanding Action Points from the Internal Audit that was carried out in December of last year, which will inform the Council's Annual Return.
3. To agree to the suggestion as outlined in paragraph 1.4 of the report in respect of `self-isolation`.
4. That in extreme circumstances, the Clerk and Assistant Clerk will be able to maintain certain administrative functions on-line by safe password protection and secure links.
5. That in the event of a `lock-down` situation and/or closure of schools, the parks in the ownership/lease of this Community Council be closed.

6. That the Council's Standing Orders be amended to include matters relating to Emergency Planning and Scheme of Delegation, for consideration at a future meeting of the Council.

**B.JAMES
CHAIR**

The meeting closed at 6.50 p.m.