
Minutes of the Extraordinary Meeting of Wortwell Parish Council held at the Wortwell Community Centre on Monday 16th March 2020 at 7.40pm

1. **Welcome** by the Chairman
2. **No Apologies - Noted that three councillors are vulnerable, and the clerk, to coronavirus**

Due to the corona virus regulations this was not a public meeting and all attendees sat the prescribed 2 metres apart.

3. Clerk updated council on guidance from County Council and Local Government updates.

Clerk presented posters and links to websites of you.Gov and NHS for assistance and continuous up to date information.

Council unanimously passed a resolution to extend delegation to the clerk during any period of restricted activity declared by the government in respect of the CoVid19 virus outbreak. Such delegation is intended to enable the council to fulfil its responsibilities to its recipients.

4. Council agreed it was not appropriate to follow individual plans, but to ensure the Parish website obtained up to date links to the Government and NHS guidance websites. These are updated with real time information and it was felt that these were a more appropriate source of information than anything that the Parish Council could concoct locally.

Council agreed that it was likely that all public meetings would be prohibited before the end of this virus outbreak and that Clerk should make contingency arrangement in particular for the following:

- Production of end of year accounts and bank reconciliation
- Preparation for internal audit
- Preparation for external audit
- Preparation for Annual Governance and Accountability Return including publication for electoral rights
- Planning applications
- Invoicing and payments to contractors and suppliers
- General information received including any updates regarding the Government response to CoVid19
- Where/when advised - cancellation of all public meetings including the annual parish meeting.

Meeting ended 8.20pm

Signed Chairman.....