



# BEMBRIDGE PARISH COUNCIL

**The Clerk to the Council,**  
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## **EMAIL Sent 24<sup>th</sup> March 2020**

At last week's Council Meeting we were to discuss the following item due to the Coronavirus situation:

### **9. 021/20 Coronavirus**

To consider and discuss any contingency plans in the event of possible restrictions put in place by local or central Government with a view to public gatherings / meetings

We have received advice from our Internal Auditor and a standard template for Town/Parish Councils to consider. The Covid-19 Business Continuity Arrangements attached, sets out the opportunity for the Clerks to have delegated powers and to ensure continuity of business for the Council.

## **Covid-19 Business Continuity Arrangements**

**24<sup>th</sup> March 2020**

### **5.1 General Delegation**

To allow the Council to operate on a minimum requirement basis, the following is delegated to the Clerks until the Government lifts the restrictions imposed to deal with Covid-19:

***The Clerks shall have delegated authority to make decisions on behalf of the Council where such decisions cannot reasonably be deferred and must be made in order to comply with a commercial or statutory deadline.***

This will be carried out where possible by consultation with Council Members by electronic means. The Clerks will further consult with the Parish Chairman or relevant committee chairman as necessary. The delegation does not extend to matters expressly reserved to the Council in legislation or in its Standing Orders or Financial Regulations. Any decisions made under this delegation will be recorded in writing and will be published in accordance with the relevant regulations.

### **5.2 Planning Applications**

The Clerks will submit a summary response to Isle of Wight Council of any planning applications, having consulted with a minimum of 3 councillors from the Planning Committee.

### **5.3 Finance**

All purchases and payments, already allowed for within the budget, will be made by the Clerks as the Responsible Finance Officers. These will be made at the appropriate time in order to maintain the services of the Council, to fulfil contractual obligations or to prevent any late charges. A summary report of all payments will be presented to the Parish Council at the first meeting following the lifting of restrictions.

### **Recommendation**

That the Council considers this report and approves the 3 delegations discussed in #5.1, #5.2 and #5.3.

**9 Responses**

**8 Agreed**

**1 Amendments wanted**

**AGREED** that the Council approve the 3 delegations discussed in #5.1, #5.2 and #5.3

All decisions via email will be ratified at the next Council Meeting.