

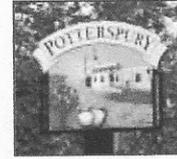
# Potterspurty Parish Council

Chairman of the Council: Dr Steve Parkin

Clerk: Mrs Jane Spence

clerk@potterspurtypc.org.uk

228 Park Lane, Northampton, NN5 6QW 01604 587265 www.potterspurtypc.org.uk



## MINUTES of the EXTRAORDINARY MEETING of Potterspurty Parish Council held on Wednesday 1 April 2020 at 7:30pm by Conference Call.

**Councillors present:** Dr S Parkin (Chair), Mrs J Millidge (Vice Chair), Mr S Norris, Mr R Capps, Mrs J Blunden, Mr R Armstrong, Mrs B Silvester.

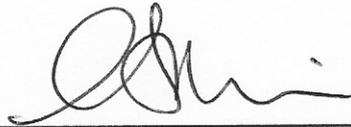
**Parish Clerk:** Mrs J Spence.

**Apologies:** Cllr Whittaker, Cllr Dring, Cllr Kilvert, Cllr Lucas, Cllr Wootton.

5771	<b>APOLOGIES:</b> <i>It was resolved to approve the apologies for absence from Cllrs Whittaker, Dring, Kilvert, Lucas and Wootton.</i>	
5772	<b>DECLARATION OF INTEREST UNDER THE COUNCIL'S CODE OF CONDUCT:</b> None.	
5773	<b>PUBLIC FORUM:</b> As the meeting was held by Conference Call, limited to eight attendees, it was not possible to invite members of the public or the press to attend. Members of the public were invited to make representation to the Parish Council by email prior to the meeting.	
5774	<b>DELEGATED AUTHORITY:</b> <i>It was resolved to approve delegated authority to the Clerk to make decisions on behalf of the PC where such decision cannot reasonably be deferred and must be made in order to comply with a commercial or statutory deadline. The delegation does not extend to matters expressly reserved to the PC in legislation or in its Standing Orders or Financial Regulations. Any decisions made under this delegation must be recorded in writing and must be published in accordance with the relevant regulations. This delegated authority ceases upon the first physical meeting of the PC after the PC meeting at which the delegation was put in place.</i>	
5775	<b>PAYMENTS:</b> (i) <b>Cheque payments during Coronavirus Pandemic:</b> The Clerk does not live in Potterspurty and would need to make arrangements to get cheques to signatories. <i>It was resolved that cheques will be prepared by Cllr Norris, approved at 'virtual meetings', two signatures obtained and then posted. In the event that Cllr Norris is not available, another member of the Finance Working Group will take over. The Clerk will scan invoices to Cllr Kilvert (or other approved Financial Controller) for checking, as part of the PC financial controls.</i>  (ii) <b>Online Banking - Lloyds Bank:</b> Financial controls are similar to cheque payments: a list of payments will be prepared for approval at a PC meeting, with invoices being checked by the Financial Controller, after approval the Clerk with input the payments online and two authorised signatories will authorise. <i>It was resolved to approve online banking and to post the request form to Lloyds Bank.</i>	SN
5776	<b>FUTURE MEETINGS DURING CORONAVIRUS PANDEMIC:</b> <i>The Local Authorities (Coronavirus) (Flexibility of Local Authority Meetings) (England) Regulations 2020.</i> (i) Whilst physical meeting cannot be held, the PC is looking into using Microsoft Teams to enable audio and/or video conference meetings. <i>It was resolved that Cllr Capps will test and trial Microsoft Teams with the intention to use at the next PC</i>	RC

	<i>meeting. It was further resolved that in the event of Microsoft Teams not being suitable, that Zoom would be considered.</i>	
(ii)	<b>Annual Meeting:</b> It was noted that the above regulations also cancel the requirement to hold an Annual Meeting in 2020 (usually held in May).	
5777	<b>Next Parish Council meeting Wednesday 8 April 2020 at 7:30pm.</b> <b>Please check PC website for updates – <a href="http://www.potterspurypc.org.uk">www.potterspurypc.org.uk</a></b>	
5778	<b>CORONAVIRUS PANDEMIC</b> Special emergency measures to transact the business of the Parish Council are being taken due to the Coronavirus crisis and the need to ensure the safety of Councillors, staff and members of the public and will continue as long as is necessary. The Parish Council will not be holding physical meeting until further notice.	
	Meeting closed at 8:00pm	
		JS 02/04/2020

Signed \_\_\_\_\_



Date \_\_\_\_\_

8 April 2020