

**MINUTES OF RUFFORTH WITH KNAPTON PARISH COUNCIL MEETING
HELD ON WEDNESDAY 18 MARCH 2020 BY EMAIL**

On Wednesday 18 March 2020 Chairman Cllr Peter Rollings proposed by email the following:

“In the light of current government advice on coronavirus and specifically social distancing I would like to propose the following actions with regard to the operation of Rufforth with Knapton Parish Council. I hope that you all agree that they are both common sense and proportionate.

- 1 All public meetings are cancelled with immediate effect and until further notice.
- 2 Financial Matters - The Clerk currently has delegated authority for expenditure for up to £500. For expenditure in excess of this amount the Clerk will seek authority from the Council in the normal manner but via e mail. The Clerk will arrange for cheques to be signed as necessary with appropriate precautions being taken.
- 3 All ongoing Council business to continue as normal but via e mail. This will require councillors to respond to e mails as appropriate in order that actions can be minuted as agreed. For clarification 4 confirmations in the affirmative (including the Chairman's casting vote) will be treated as a required majority.
- 4 The Clerk will on a monthly basis summarise all actions agreed via e mail as minutes which will be circulated for agreement, signed by the Chairman and published in the normal way.
- 5 Legal requirements such as the year end financials and audit requirements will be circulated for approval. In these instances it is important that all councillors respond to confirm or otherwise that they are happy.
- 6 Any long term and potentially more complex issues can be deferred for discussion until after the crisis.
- 7 Members of the public to be encouraged to continue to raise issues with the Parish Council but via e mail. " Business as usual but via e mail "
- 8 None of the above precludes further discussion on specific issues via telephone and if anything urgent and unforeseen occurs it is always possible to convene an extraordinary meeting or arrange telephone conferencing facilities.

I hope you agree that these proposals are a sensible approach, allowing the Council's business to continue whilst avoiding risk to anyone's health (after all several of us or family members are categorised as in the more vulnerable section !!)

If you are happy with these proposals would you all confirm your approval. Of course, if there are additional operational points or suggestions I am more than happy to incorporate them.

Once approved by the Council, The Clerk will produce a minute summarising the above and publish it on the website and notice boards. At the same time we can post a notice on the Family Network.”

The Clerk received agreement in total with the proposal from all members of the council by email and by our Ward Councillor, Anne Hook. The Clerk has copies of each email response.

It was therefore agreed to cancel all meetings with immediate effect and to continue Council business as normal but by email.

Signed _____ Chairman _____ Date _____

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