



Town Clerk: Ms. Helen Watson FSLCC

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Thursday 19th March 2020

To all members of Beverley Town Council

Dear Councillor

EXTRA-ORDINARY FULL COUNCIL MEETING OF BEVERLEY TOWN COUNCIL

You are hereby summoned to attend the Full Council Meeting of Beverley Town Council to be held in the Guildhall, Register Square, Beverley on **Tuesday 24th March 2020** to commence at 6.30pm.

Yours faithfully,

H. Watson

**Helen Watson FSLCC
Town Clerk**

Public Forum at 6.30pm: Beverley Town Council supports the rights of anyone to record this meeting in so far as is possible within the constraints of the council's meeting rooms but advises that no-one may disrupt the meeting in doing so. Anyone wishing to record council meetings should obtain the necessary legal advice to ensure they understand the rights of any members of the public who may be present who do not wish to be filmed or recorded **Due to health and safety issues relating to COVID-19, any members of the public must adhere to any directions given.**

AGENDA

- 1. Apologies for Absence**
- 2. Declarations**
 - (a)** To record declarations of interest by any member of the council in respect of the agenda items listed below. Members declaring interests should identify the agenda item and type of interest being declared.
 - (b)** To note dispensations given to any member of the council in respect of the agenda items below.
- 3. To confirm and sign the minutes of Full Council held on Monday 23rd February 2020.**
- 4. To approve and sign the following minutes**
 - (a)** Planning, Property and Services Committee held on 18th February 2020 (to note - previously approved and signed at the Planning, Property and Services Committee held on 10th March 2020)
 - (b)** Planning, Property and Services Committee held on 10th March 2020.
 - (c)** Grants Committee held on 16th March 2020

5. Coronavirus (COVID-19) Precautions

(a) Council Meetings, Duties and Services

i. Delegation of Duties

RESOLUTION

To enable Beverley Town Council to comply with National Government advice and guidance during the COVID-19 crisis, and to ensure the health, safety and wellbeing of all Councillors, Officers, Volunteers and members of the public, all committee meetings and working groups be suspended and the Council offices be closed to the public until this advice changes.

In order that essential business of the Town Council can still be carried out the powers of committees and working groups, along with powers to award contracts, shall be delegated to Officers. Upon the first meeting of Full Council when health and safety advice and guidance from Government allows for such a gathering, these powers will revert to the committee and working group structure.

Government have indicated that they intend to legislate in order to allow 'remote meetings' i.e. meetings that do not require the physical attendance of participants to take place. Such legislation could mean that committee meetings could take place. However, this is not guaranteed and may not be practical, as some Councillors and Officers might not have access to the required technology. In the absence of such legislation and / or technology, a back stop is required in order for business to be transacted. Officers will consult with the Mayor and Chairs of relevant committees where appropriate and possible.

The intention is not to exclude the public or circumvent the democratic process, but simply to ensure that the business of the Council is not impeded during the current restrictions.

- ii. **Meetings/Projects:** To consider cancelling, postponing or continuing the following in line with advice from National Government and Public Health:
- Full Council
 - Committee and Working Group Meetings
 - Annual Town Meeting
 - Mayor Making / Honorary Freeman / Town Council AGM (Monday 11th May 2020).
 - Hanging Baskets Scheme (distribution of forms to businesses in mid-late March for installation in June – approx. total cost £6,000).
 - Potential purchase of the former Post Office building.
 - Community Support in relation to COVID-19.
- iii. **Staffing:** To consider how best to support the health and wellbeing of members of staff during this period.
- Closing the office to members of the public (duty of care to employees).
 - Potential of home working.
 - Staff salaries in relation to isolation or illness.
- iv. **Events:** To receive updates on forthcoming events:
- Mayor's Volunteer Tea (Mon 6th April) – cancelled.
 - V.E. Day 75th Anniversary Event at Beverley Minster (Fri 8th May 2020) – cancelled.
 - V.E. Day 75th Anniversary / St John of Beverley Service (Sun 10th May 2020) – cancelled.
 - Great Get Together (Sat 20th June 2020) – cancelled.
 - Beverley Pride (Sat 1st August 2020) – To be confirmed?

(b) Scheme of Delegation and Grants Processes

To update the Scheme of Delegation and revise the Grants process to ensure that it fulfils the evolving needs of the Town Council, whilst enabling the statutory business and financial processes of the Town Council to still take place.

RESOLUTION: *For Officers to update the Scheme of Delegation and Grants process and bring back to a future meeting of the Policy Committee.*

(c) Town Council Website

To commission a new website for the Town Council.

RESOLUTION: *For Officers to complete the commissioning process and work with the successful company to achieve this.*

(d) Finances

To approve payments for March 2020