

# **EWHURST PARISH COUNCIL**

with **ELLEN'S GREEN**



## **Corona Virus Protocol**

1. With effect from the 19<sup>th</sup> March 2020, all future meetings of the Council and its Committees are cancelled until further notice.
2. The day to day running of the Council will continue as normal. The Clerk and Assistant Clerk will, as is the case now, work from home.
3. The Council is resolved that business is delegated to the Chairman, Vice Chairman and Clerk, to act in the best interests of the Council.
4. The business of the Council during this period will be conducted in accordance with NALC guidelines and the Clerk will keep the Council briefed on the current guidance.
5. All decisions and actions taken during the period of business interruption will be in accordance with the stated Policies and Procedures of the Council.
6. All communications involving any decision making process will be by email to ensure a record is kept of decisions made and actions agreed. A response will be required from all members.
7. All interim actions will be reported to Council at the first opportunity.
8. All payments, wherever possible, will be made electronically and will follow the current procedure of approval.
9. Council business will be dealt with as expeditiously as possible:
  - a) All business will be conducted through the Clerk.
  - b) Where practical, matters will be held over until normal business is resumed.
  - c) Financial Year End processes will be carried out, as normal, by the Clerk. In order to satisfy the regulatory framework, the AGAR and accounts will be signed off by the Chairman and Vice Chairman, after circulation to all members.

- d) Planning applications will be circulated to all members and comments requested to meet the consultation deadlines. A response will be required from all members.
- e) All consultation matters will be sent to the relevant member and copied to all other members of Council, and comments requested to meet the consultation deadlines. A response will be required from all members.

**Joanna Cadman**  
Clerk to the Council