



Castle Cary Town Council

The Market House

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**APPROVED MINUTES OF CASTLE CARY TOWN COUNCIL EXTRAORDINARY
MEETING**

held on Saturday 21st March 2020 at the Market House, Castle Cary:

Present: Judi Morison (Chair), Margaret Bebbington, Philippa Biddlecombe, Stephen Biddlecombe, Justin Birch, Julian de Bosdari, Nick Crowley, Bob Gilbey, Sally Snook, Penny Steiner and Nick Weeks.

Clerk: Zöe Godden

There were no members of the public present at the start of the meeting.

The meeting started at 10:00

2020

TC155 Apologies for absence

Apologies had been received from Pek Peppin and Rob Worth.

TC156 Declarations of personal or pecuniary interest (*these must be declared BEFORE the agenda items concerned are discussed. Persons with a declared pecuniary interest must leave the meeting room when these are discussed*)

There were no declarations of interest.

TC157 Business Continuity Motion to Council

In light of the Coronavirus (Covid-19) pandemic and government advice, this council resolves that:

- a) Should the council be unable to meet for whatever reason, the Clerk be given delegated authority to progress all ongoing matters and projects and authorise all regular payments and incur expenditure in line with the council's agreed budget.

The Clerk confirmed that she could scan and email any invoices to councillors if required.

RESOLVED: It was proposed and unanimously agreed to approve the resolution as presented.

- b) Any decisions taken under resolution (a) above will be taken, whenever possible, in consultation with the Chairman and Vice Chairman of council and the relevant Committee Chairman (if appropriate). A record of all decisions and expenditure incurred under delegated authority will be kept and reported to members when the council next meets.

RESOLVED: It was proposed and unanimously agreed to approve the resolution as presented.

- c) The authority to decide the council's response to planning applications be delegated to the Clerk or Assistant Clerk, in consultation with the Chairman of the Planning Committee and Chairman and Vice Chairman of council. Whenever possible, members of the Planning Committee (or council in the case of large applications) will be informed of applications out for consultation and will be invited to submit comments to the Clerk or Deputy Clerk.

The Clerk was instructed to find out how South Somerset District Council would be dealing with planning applications during the Coronavirus (Covid-19) crisis.

Action 200221/1: Town Clerk

RESOLVED: It was proposed and unanimously agreed to approve the resolution as presented.

- d) The provisions outlined in resolutions (a-c) above will override any requirements to the contrary in the council's standing orders, financial regulations or terms of reference.

Penny Steiner said that, if this resolution was approved, she would delay the increase in market stall fees until after the Coronavirus (Covid-19) crisis, in conjunction with the Chair, Vice-Chair and Clerk, as per item 157 b).

RESOLVED: It was proposed and unanimously agreed to approve the resolution as presented.

- e) In the interest of staff, volunteer and public safety the Information Office and Town Council office will be closed to the public, except by appointment, whenever government advice deems this to be appropriate.

The Clerk reported that the Market House had been closed and all bookings cancelled.

RESOLVED: It was proposed and unanimously agreed to approve the resolution as presented.

f) In line with government advice, staff will be encouraged to work from home. The Deputy Town Clerk and Bookings and Promotions Manager had begun working from home. Both had been provided with simple pay-as-you-go mobile phones. The Deputy Town Clerk had taken a spare laptop home. The Clerk had spoken with the Chair of Pitcombe Parish Council and he had given permission for the Bookings and Promotions Manager, who was also the Clerk to Pitcombe Parish Council, to use Pitcombe's laptop for Castle Cary Town Council work. The Clerk asked councillors to note that it might be necessary to purchase one or more laptops for staff but that this would depend on how long they would be required to work from home.

The Clerk went on to report that she had ordered a mobile phone for herself from the landline provider, so that she could work from home when required. Until the mobile phone was delivered, the Clerk would continue to work from the office unless forbidden to do so by the Government. She would be able to take her laptop home and had made a list of certain files and resources that she would need to take home too.

RESOLVED: It was proposed and unanimously agreed to approve the resolution as presented.

- g) Should the Clerk be unable to perform her duties, Councillor Morison will assume the role of Proper Officer and RFO in an unpaid capacity.

RESOLVED: It was proposed and unanimously agreed to approve the resolution but to include the proviso that, should Judi Morison not be able to carry out the role of Proper Officer and RFO, this role would be performed by Justin Birch.

h) The Clerk, in consultation with the Chairman and Vice Chairman, may incur expenditure from the earmarked reserves where such expenditure will help the community's efforts to support those in need of assistance or prevent social isolation. The Clerk was instructed to find out if the South Somerset Community Accessible Transport service was still running.

Action 200221/2: Town Clerk

RESOLVED: It was proposed and unanimously agreed to approve the resolution with the proviso that all councillors were informed of any such expenditure and given the opportunity to comment.

i) Should government allow councils to meet virtually (online), the council will take all reasonable steps to facilitate this. The Clerk reported that she had signed up to a service called Microsoft Teams that would enable meetings to take place virtually.

RESOLVED: It was proposed and unanimously agreed to approve the resolution as presented.

Members of the Council are reminded that the Council has a general duty to consider the following matters in the exercise of its functions, that "No member of the public, job applicant, elected member or employee shall receive less favourable treatment on the grounds of gender, race, sexual orientation, marital status or disability"

The next meeting of the Town Council will be held on Monday 20th April 2020 in the Market House at 7:00pm. Any items for inclusion on the agenda should be forwarded to the Town Clerk by Thursday 9th April 2020.

The meeting ended at 10:33.