**Minutes of the Emergency Finance & General Purpose Committee meeting held on**

**Monday 23rd March 2020 at 7:00pm in Wickham Market Village Hall,**

**Committee Room**

**Present**: Cllr Alan Biddle (Chairman) Cllr David Chenery Cllr Anne Westover

**Officers in Attendance:** Jo Peters, Clerk to the Council had sent her apologies. There were no members of the public present.

It was **Unanimously Agreed** to second Cllr Westover onto this Committee meeting.

1. **To receive Apologies for Absence**

Apologies were accepted from Cllr Jenkinson.

1. **To receive Declarations of Interest**

There were none.

1. **To approve the draft minutes of the Finance & General Purpose Committee meeting held on Monday 2nd March 2020**

A copy of the draft minutes had been circulated to all Committee members prior to the meeting**.**

**RESOLVED**

**Minutes of the meeting held on 2nd  Ma rch 2020 were Agreed.**

1. **Open Public Session**

*Residents are invited to give their views and question the Parish Council on issues on this agenda or raise issues for future consideration at the discretion of the Chairman. Members of the public, whilst welcome to attend, may not take part in the meeting itself.*

There were no members of the public present.

1. **To carry out annual review of the Risk Assessment**

A copy of this document had been circulated to all Committee members prior to the meeting.

**RESOLVED**

This was **Approved** subject to clarification that data storage is and continues to be secure and sufficient. The Committee requested confirmation that documents are all backed-up on a hard drive and that paper folders exist for specific projects such as the acquisition of Church Pightle Green.

1. **To carry out annual review of the Asset Register**

A copy of this document had been circulated to all Committee members prior to the meeting.

**RESOLVED**

This was **Approved** subject to:

1. The Recreation Ground is now known as the Village Hall Playing Field.
2. Clarification on the definition of the Bier House. The Bier House is brick with slate roof and dates from 1896, now used as a tool store. There is no shed.
3. Now have 2 owl boxes.
4. Can add cemetery signs although not installed yet.
5. Whether Church Pightle Green should be added and to what value?
6. The Committee suggested that we should have a list of locations for the seats, dog bins, litter and grit bins. This should be attached to/or part of the register.
7. Laptop, hard drive should be added to Office Equipment.
8. **To carry out annual review of the Internal Financial Control System**

A copy of this document had been circulated to all Committee members prior to the meeting.

**RESOLVED**

The review of the Internal Financial Control System was **Approved.**

1. **Date of 2020 Annual Parish Meeting – Wednesday 15th April 2020 (statutory requirement to be held between 1st March and 1st June each year)**

Annual Parish Meeting – To be cancelled in light of the coronavirus.

Annual General Meeting – Wait for advice from SALC via the Clerk.

1. **To consider temporary delegating Powers to the Parish Clerk**

**RESOLVED**

* 1. That the Parish Clerk be authorised, until the coronavirus emergency is deemed over, to take all day to day decisions on behalf of the Parish Council after consultation with the appropriate committee chairman.
  2. That if the Parish Clerk, in conjunction with the appropriate committee chairman, deems the decision to be more onerous then she must request, electronically, three members of the appropriate committee, one member to be the chairman to make the decision.
  3. That if the Parish Clerk , in conjunction with the appropriate committee chairman, deems the decision to be of major importance then she must request, electronically, all members of the Parish Council for their views and to indicate if they are for or against the proposal. The majority view will carry.
  4. That acceptance of the 2019/2020 annual accounts will be in the manner as indicated under 3. above

The Clerk to circulate at the end of each week the issues or decisions the Clerk has dealt with during that week. The web site to be used and updated with all information.

Parish Council WhatsApp Group Chat – Agreed to only post important messages.

1. **Operation of the Parish Council in next few months**

**Community support during the crisis** – It was **Unanimously Agreed** that the Parish Council would assist and provide help to the village Good Neighbours scheme who are seen as the lead support group within the village. Parish Council could print flyers and deliver a thank you letter to the Co-op, Pharmacy, Health Centre and Revetts and take-away shops. Cllr Westover to liaise with Cllr Exton to produce and distribute a letter if required by the Clerk.

**Car park charges** – It was noted that the Clerk had written to ESC regarding the consultation and we await their decision.

**Village Hall** – Cllr Biddle to speak to Philip Tallent to see if the Village Hall is having more cleaning due to the virus or whether it should close for a while. The Committee was concerned that the Philip Tallent had suggested individuals were being advised to take their own precautions.

**Play Areas** – The Committee agreed to erect closure notices and ask the Clerk to produce, and erect if available to do so.

**Bus shelter** – The Committee agreed to ask the Clerk to erect a notice to ask for social distancing when using the shelter.

**Cemetery** – The Committee agreed to ask the Clerk to erect a notice on the notice board to ask for social distancing when using the Cemetery. Cllr Westover advised she was also aware of some aspects relating to the Cemetery in terms of layout and space available if needed to assist others. Further guidance may be needed. Cllr Westover confirmed that she was aiming to finalise amendments to the Cemetery Regulations.

There being no further discussion the Chairman closed the meeting at 8:15pm

Signed………………………………………., Chairman Dated…………………..................