

**MINUTES OF LYMPSHAM PARISH COUNCIL EXTRAORDINARY MEETING
21/03/20**

Councillors Present: Mrs. A. Bennett, (Chairman), Miss H Allsopp, Mrs Macleod

Minutes were taken by the Clerk. Meeting commenced at 11.36 am.

24/20 Apologies and Declarations of Interest and Dispensations: Mr Gooding, Mr. Hinton, Mr R. Leveridge, Mr G. Tuttiett – Accepted.

25/20 Clerk requested appointment of Internal Auditor Mr Richard Young for 2019/2020 Accounts and acceptance of a Risk Management Report and Statement of Internal Control for year ending 31/03/2020. (previously circulated to Members). Proposed H.A; Sec N.M; -Resolved.

26/20 In respect of Covid-19 restrictions issued by Government.

Clerk requested activation of “High Consequence Disease Policy” with immediate effect. The Clerk will work from home and all correspondence will be communicated by email or telephone to the Members. All standard recurring payments will be paid by the Clerk/RFO to avoid any late charges. Cheques will still need to be double signed, which the RFO will arrange.

Under this delegated authority, Planning applications received will be sent by email to Members who need to reply directly to the Clerk with their comments. The Clerk will assemble the comments and form a response for SDC.

As this Policy is being activated over the end of the financial year, the Clerk will prepare the end of year accounts and circulate to the Members. On acceptance by a minimum of four Councillors, they will be signed by the Chairman, RFO and Clerk as suitable for submission to the Internal and External Auditors.

Proposed H.A; Sec N.M; -Resolved

27/20 It was noted that all Councillors not present had emailed the Clerk with their intentions to fully support the items above in **26/20**.

The Clerk informed the Council that it might become possible to hold “Virtual Meetings” during this unprecedented time, subject to Legislation being passed by the Government.

Meeting ended at 11.40 am

A.M. Bennett
6.4.2020