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## ST DOMINIC PARISH COUNCIL

### Policy for dealing with Council Business during the Coronavirus Outbreak

#### Meetings

The Parish Council may decide not to hold meetings during the Coronavirus Crisis. This will help to protect the members and the public as much as possible from cross infection. Any virtual or physical meetings that the Council decides to hold will be advertised on the Parish Council's website.

#### Scheme of Delegation

Authority is delegated to the Chairman, the Vice Chairman and the Clerk to make decisions on the ordinary business of the Council. All papers will be circulated by email to every member for input, which will be disseminated by the Clerk and signed off by the Chairman and Vice Chairman. Monthly draft 'minutes' will be produced to show what decisions have been made and will be circulated to the Members and put on the website. These will be signed off at the first available Full Council Meeting.

#### Planning

Planning applications will be circulated to the Members of the Council who shall let the Clerk have any comments within a week. The applications will also be displayed on the website for members of the public, who shall let the Clerk have any comment. Clerk will then draft a reply to Cornwall Council, which shall be approved by the Chairman and Vice Chairman as the considered response from the Parish Council and members of the public. \*[www.stdominicpc.org.uk](http://www.stdominicpc.org.uk)

#### Finance

Payments to be made shall be sent as a schedule from the Clerk to the Members for approval. Once approved cheques for signature will be passed to two signatories. The Clerk will have to explore online banking going forward because clearly the cheque system will not be viable. Payments can then be submitted online by the Clerk and authorised by two members. Bank reconciliations will continue to be produced monthly and circulated to the Members with a Finance Report which will be published on the website with the draft 'minutes' for that month.

#### Contracts

All existing contracts will be extended for a further year without the need to tender as this is not practicable in the present climate. (Advice from CALC)

#### Statutory Functions

Statutory dates and functions, e.g. the Annual Parish Council Meeting, may change and the Parish Council will act in accordance with Government guidelines as and when published. At the time of this document all meetings of the Council have been postponed.

All details will be published on the Parish Council website as they are received: [www.stdominicpc.org.uk](http://www.stdominicpc.org.uk)

The Clerk undertakes to maintain the Parish Council website with as much information for the public as is necessary.

This policy has been agreed and adopted by St Dominic Parish Council by email in lieu of a scheduled meeting in March 2020.