

CHAPEL-EN-LE-FRITH PARISH COUNCIL



TOWN HALL
CHAPEL-EN-LE-FRITH
HIGH PEAK, DERBYSHIRE, SK23 0HP

Tel: 01298 813320
clerk@chapelpc.org
www.chapelpc.org



Office Hours: Monday-Friday 9.00 to 12.30

19 March 2020

Dear Councillor,

You are hereby summoned to attend an **EXTRAORDINARY MEETING** of the Parish Council to be held on **Wednesday 25th March 2020** at 7.00pm in the Annexe of the Town Hall, Chapel-en-le-Frith.

After prayers have been said and Apologies for absence have been given, the business to be transacted will be as follows: -

1. Declaration of Interests.
2. Public Speaking.
3. Ratification of the minutes of the Full Council Meeting held on 3 March 2020.
4. Suspension of Full Council Meetings and Committee Meetings until 1 September 2020.
5. To postpone the Annual Parish Meeting pending further advice from the Local Government Minister.
6. To postpone the submission of the Annual Return pending further advice from the Local Government Minister.
7. To delegate authority to the Parish Council Clerk to keep all normal administrative functions going including payments to suppliers and others.
8. To allow the Clerk to appoint contractors to undertake work in an emergency.
9. To agree that the Planning Committee members will view applications online, submitting comments to the Chairman to collate and pass to the office.
10. To close the Bowling Green until 1 September 2020.
11. Schedule of Accounts for payment.

Yours sincerely,

Clr L McCarthy
Chairman

Clerk to the Council – Suzan E. Stockdale

The Clerk as the Proper Officer/RFO is the only individual in law who can act on behalf of the Council and lead the administration of all the Councils activities. Some obligations are statutory whilst others are determined by the Councils as part of the Clerks job description. These delegated powers therefore arise as the everyday duties of the Proper Officer and Responsible Financial Officer, including the management of staff, services and finances.

The Council is being asked to delegate further authority to the Clerk/RFO in order to ensure the Council can continue to operate its business to the best of its abilities for the benefit of the Parish during the period to 1 September 2020.

The Clerk can delegate authority to other staff. In the event that the Clerk is temporarily incapacitated and unable to carry out duties during the proposed period, all delegated authority will pass the Assistant Clerk for the period the Clerk is incapacitated.

Matters that the law states cannot be delegated and are reserved for the Full Council are matters relating to Employment Appeals.

The Clerk will prepare the monthly schedule of invoices for payment which will be circulated electronically to all Councillors for inspection and questions. After three working days subject to approval invoices will be paid.

In cases of extreme risk to the delivery of Council Services, Financial Regulation 4.5 permits

In cases of extreme risk to the delivery of council services, the clerk may authorise revenue expenditure on behalf of the council which in the clerk's judgement it is necessary to carry out. Such expenditure includes repair, replacement or other work, whether or not there is any budgetary provision for the expenditure, subject to a limit of £500. The Clerk shall report such action to the chairman as soon as possible and to the council as soon as practicable thereafter.

During the operational period this shall be subject to an increased limit of XXXXXX. The Clerk would be required to report such action to the Chairman and Vice Chairman of the Council as soon as possible and to the Full Council as soon as practicable.

In these unprecedented circumstances, there may be insufficient suppliers to obtain three or more quotations for a specific job. Therefore an order may be placed on best value terms available at the time without the requirement for three or more responses.

Throughout the period the Clerk will correspond with members electronically or via mobile phone no 07545 914982 and members are asked to check their emails on a daily basis.