

To resolve to agree actions and business continuity in response to the Coronavirus Act 2020.

This Council resolves,

- a) To authorise the Proper Officer(s) in **consultation with the Chair of Policy & Resources**, to prioritise the use of Council resources to support distribution of official advice and the provision of Cemetery services and facilities, and that this prioritisation may mean the reduction or suspension of other services provided by the Council.
- b) To authorise the Proper Officer(s) in **consultation with the Chair of Policy & Resources**, to amend operational procedures in accordance with official advice for the safety of employees, councillors and users of Council services and facilities.
- c) **To authorise meetings using remote communication, IT and video facilities, to be reviewed by 31st August.**
- d) To cancel the 13th June 2020 Summer Fair.
- e) **To amend the 2019/2020 meeting calendar between 25th March and 5th May 2020 and to approve a new partial 2020/2021 Civic Year meeting calendar from 5th May to the 30th September 2020.**
- f) To approve the absence of any Councillor for **up to** six months from 25th March 2020.
- g) To add to the 3-year reserve forecast an item in the 2020/21 financial year for £25,000 humanitarian aid for Bingham residents during the Coronavirus pandemic, to be funded from the General Reserve.
- h) To appoint a Resilience sub-committee of the Policy and Resources committee
 - 1) Whose terms of reference are **to support the existing Committees and full Council between meetings and** enable the continuation of Council business during the **Coronavirus Act 2020 period up to 7th May 2021.**
 - 2) The membership shall be the Town Mayor, Deputy Mayor **and Committee Chairmen, Cllr Monni and one opposition Councillor**, with the Chairman of Policy & Resources as the Chairman. The sub-committee may appoint other councillors to be members as required. If all sub-committee members are unavailable, the **Chairman** may appoint other councillors as members.
 - 3) Shall meet without the public and press and without public notice at times and places as required.
- i) To delegate the following functions of the Council to the Resilience sub-committee and amend or suspend the Financial Regulations to allow this delegation
 - 1) To appoint Proper Officer(s) and a Responsible Financial Officer from the employees who are available to work.
 - 2) To engage temporary staff to fulfil employee roles.
 - 3) To agree temporary contracts to deliver Council services.
 - 4) To implement the procedures of the approved health and safety policy handbook, employee handbook and training and development policy
 - 5) To consider official advice and decide whether to proceed with, reschedule or cancel the Annual Meeting of the Council and the Annual Town Meeting, **both usually held in May.**
 - 6) To authorise expenditure within the approved budget and 3-year reserve forecast, such expenditure being in accordance with a resolution of the Council.
 - 7) To instruct payments be made by the Responsible Financial Officer for authorised expenditure.
 - 8) To approve additional Councillors to sign Cheques and Orders for Payment, as required.

Sources of official advice:

The Coronavirus Act 2020

Government advice: <https://gov.uk/coronavirus>

NALC advice for parish councils: <https://www.nalc.gov.uk/coronavirus>

Nottingham and Nottinghamshire Local Resilience Forum: <https://www.nottinghamshire.police.uk/site-page/emergency-planning-preparing-nottingham-and-nottinghamshire>