

Minutes of a virtual meeting of the Resilience Sub-Committee of Bingham Town Council
held on Tuesday 28 April 2020 at 11.30am

PRESENT:

Councillors: A Shelton, F Purdue-Horan, G Williams, J Stockwood, M Stockwood, J Lewis and M Monni.

Also: Councillor W Stapleton

Officers: S Pyke (Clerk) & J Riddle (Deputy Clerk)

1. **CHAIR**

The Chair was confirmed as Councillor F Purdue-Horan.

2. **APOLOGIES FOR ABSENCE**

All Councillors were present.

3. **DECLARATIONS OF INTEREST**

No declarations of interest were received.

4. **TERMS OF REFERENCE (attached)**

The terms of reference resolved at the virtual meeting of the Full Council on 09 April 2020 were noted.

5. **COMMUNITY MATTERS**

a) Resilience partners meeting report (**attached**)

RECOMMEND: that the Town Council work with Bingham Helping Hands and other agencies to temporarily reimburse the costs of shopping for vulnerable residents, when the cost cannot be reimbursed immediately.

RECOMMEND: that fuel costs for volunteers of Bingham Helping Hands be reimbursed.

RECOMMEND: that the actions in the meeting report for Bingham Town Council be completed.

RECOMMEND: that the Town Council cover the cost of printing the Bingham Helping Hands second leaflet for delivery to Bingham residents.

b) VE day flags

RECOMMEND: that the flags be put up in reasonable and safe way.

c) Bingham Community Events items

The Mayor and Chair of Community Environment had met with a representative of Bingham Community Events and the Deputy Clerk to discuss the joint working for the 2020 Christmas Fair. The Deputy Clerk would be working with the Mayor to bring an update to the Community and Environment meeting on 5 May 2020.

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6. **COMMITTEE MATTERS**

a) Recreation and Amenities

The Clerk updated that the Wychwood Road funding agreement was being progressed and grass cutting had been arranged and the first focus, weather permitting, would be the Cemetery.

7. **COUNCIL RESOURCES**

a) Purchase of laptops

RECOMMEND: that no laptops be purchased.

8. **OLD COURT HOUSE TENANCIES**

a) Potential new tenant – it was noted that there had been interest shown in renting a room and any further information would be reported to the Policy and Resources Committee.

9. **STAFF MATTERS**

RECOMMEND: that no relaxation of the holiday rules is made

RECOMMEND: that no allowance is given for working from home

RECOMMEND: that the request to resume work on 04 May 2020 is accepted

Meeting Closed at: 1.34pm

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Terms of reference:

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.

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- 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>

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Resilience Partners Meeting Report:

Bingham Town Council/ Bingham Helping Hands/ Bingham Market/RBC Zoom Call – 22 April 2020

- Bingham Helping Hands (BHH), to send follow up leaflets to all residents in Bingham with information about BHH's offer, other support services available and food/other delivery services available (including information from Bingham Market Manager). BHH to consider doing this on a semi-regular basis, depending on how Covid-19 situation progresses.
 - This will require funding and BHH may apply to Bingham Town Council (BTC) for this.
 - BHH/BTC to contact post office to explore options for delivery.
 - BHH/BTC may also approach local newspapers/publications to explore options for delivery.
- BHH to link in with local fire service to explore options around door-knocking, in a further effort to encourage vulnerable people to access support.
- BHH/BTC to link in with local Churches and other organisations e.g. WI and U3A to raise awareness of available support and to support with identification of vulnerable people
- BTC Resilience Sub-Committee to discuss options for guaranteeing any volunteer expenditure i.e. where a volunteer has paid for food shopping for someone who is self-isolating and is not paid back immediately because the individual does not bank online or have immediate access to cash. CE/CP to contact other parishes to see how others are managing this process.
- CE/CP to find out about referral routes to RCVS befriending service and pass this on to BTC and BHH.
- BTC to contact local schools to explore options around communicating support offer to young people. This may be done via social media or through school learning platforms.
- BTC to consider issuing a press release to promote allocation of £25k and also support available
- CE to ask RBC Strategic Housing Manager about maintenance of Metropolitan properties.