



Little Hadham Parish Council

PARISH COUNCIL MEETING MINUTES

Minutes of the Extraordinary Covid-19 **Little Hadham Parish Council** (2019 – 2023 Session) held on Monday 23rd March via Zoom Video link.

Present: Cllr E Lloyd-Williams
Cllr M Attwell
Cllr C Westlake
Cllr F Arkell

Also: Clerk: Carole Page

Apologies: Cllr M Wilkinson

1. Meeting Procedure and email procedure guidance during Coronavirus outbreak

In order to continue with day to day business of the Little Hadham parish Council, we need to arrange for payments to be made. Chair suggests we raise the payments in the normal manner, with the clerk circulating the financial spreadsheet showing all payments, this will also be discussed at a virtual Parish Council meeting held via teleconference. Chair feels this would be an appropriate process to have in these extraordinary times. Cllrs Attwell, Westlake and Arkell agreed. The Clerk is then authorised to make the payments, at which point they are approved online by the authorised approvers. Documents to be circulated via email, if we need discussion, we have a virtual meeting. All decision making to be made via email and if further discussion is required, via teleconference

The Chair feels virtual meetings are the appropriate way to take actions for the PC, if we are quorate. All councillors agreed.

Action: clerk to pull together an agenda for the PC meeting to invite everyone **(done)**. Freddie to send out on Facebook **(done)**. Councillors agreed to holding a virtual meeting on the 7th. Clerk to have these minutes uploaded onto the website. Invite Jan Williamson to the meeting **(done)**.

2. Coronavirus Response - to set up committee and agree initial actions

Coronavirus response - people in the village were heading up a response for volunteers to help the vulnerable and self-isolating. The group have disbanded. We have a list of volunteers.

The clerk is heading up the Hunsdon initiative and is making available all templates and information from their scheme. We can adopt the Hunsdon templates quickly. First instance gets a message out today or tomorrow to say there is going to be a response from us. **Action:** Cllr Arkell to put on Facebook **(done)**. Clerk to put on the website **(done)**.

Secondly set up a committee to report into the PC. The clerk to sit on the committee, but the committee to do the work, but also have members of the community involved. Chair suggests clerk join the committee and proposed Jan Williamson to be lead volunteer, as she has the social prescribing connections. All councillors agreed. Cllr Attwell suggests having Cllr Geoff Williamson on board also. He could tie in with East Herts. All councillors agreed. The Chair asked the councillors would like to be active on the committee. Cllrs Attwell, Westlake and Arkell confirmed they would be keen to join.



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Cllr Attwell suggests we approve an amount for any ad hoc expenses to fund the initiative. The clerk has autonomy to 'spend on revenue items which may be authorised up to the amounts included for that class of expenditure in the approved budget. This authority is to be determined by the Clerk, in conjunction with Chairman of Council or Chairman of the appropriate committee, for any items below £200. (Item 4.1 Little Hadham Financial Regulations)

The committee is to work through the co-ordination. It is a priority to get the leaflets out.

Printing – Action: the chair Liz to email Farm Place to get the printing done. Clerk to see how many leaflets we need (done). .

Leaflets are to go through every door in the Parish. Once we have Jan Williamsons agreement to be lead volunteer.

Cllr Attwell – Cradle End and Green Street
Cllr Lloyd-Wilson – Bury Green
Cllr Westlake – Chapel Lane and the Ford
Cllr Arkell – The Smithy / A120