

For agreement at Ashmansworth Parish Council meeting on 6<sup>th</sup> April  
2020

#### Exceptional Circumstances April 2020:

In response to the Covid-19 outbreak in the UK and in the event that it is not possible to convene a meeting of the Council in a reasonable time, the Clerk shall have delegated authority to make decisions on behalf of the Council, only where such a decision cannot reasonably be deferred and must be made in order to comply with a commercial or statutory deadline.

Any decision to be made in consultation with members by telephone or email. The clerk will further consult with the Chairman for guidance as necessary. The delegation does not extend to matters expressly reserved to the Council in legislation or in its Standing Orders or Financial Regulations. Any decisions made under this delegation must be recorded in writing and must be published in accordance with the relevant regulations.

This delegated authority ceases upon the first face to face meeting of the Council after the Council meeting at which the delegation was put in place. Where matters usually require a vote at Full Council, the Clerk shall ask for email votes and shall keep all communication. During these exceptional circumstances, an Agenda will be published three days in advance of the usual meeting date, and the Minutes will be published in the usual manner to reflect decisions made.

In response to the Covid-19 outbreak in the UK and in the event that it is not possible to convene a meeting of the Council in a reasonable time, the Clerk and Chairman/vice-Chairman shall have delegated authority to make online payments on behalf of the Council, with emailed approval of payments received from the Chairman and vice-Chairman, copying in the full Council