

MINUTES of an EXTRAORDINARY COUNCIL meeting held via videoconference from the Town Hall on Tuesday 24 March 2020 at 9.30am

PRESENT: Cllr N Barber (Mayor)
Cllr M Jepson (Deputy Mayor),
Cllr S Bennett
Cllr S Gallant
Cllr M Richardson
Cllr K Williams

OFFICERS: Mr A Tadjrishi (Town Clerk)

Before proceedings commenced the Mayor explained that, following the lockdown rules initiated by the Government the previous evening, this Extraordinary Council meeting had been changed from being held in person to remote videoconference. It was noted that legislation was anticipated which would enable remote Council meetings to be held legally in future. However in lieu of this legislation being made and due to the urgency of the situation, Members had deemed it appropriate to protect the public, staff and councillors by moving this meeting to a videoconference.

Members present confirmed that they were able to hear and participate in proceedings.

513. PUBLIC QUESTION TIME

It was noted that the agenda had previously advised members of the public to consider whether attending the Town Hall for this meeting was necessary considering Government advice about avoiding public gatherings at this time.

The Clerk advised that no members of the public had arrived at the Town Hall for this meeting.

514. APOLOGIES FOR ABSENCE

Apologies for absence were received from **Cllr D Aitchison, Cllr S Bird, Cllr M Deacon, Cllr T Green, Cllr S Harkin, Cllr M Morris, Cllr G Newman, Cllr D Savage, Cllr A Smith and Cllr S Wiles.**

It was noted that these Councillors had given apologies for absence specifically to enable the meeting to be conducted with the minimum number of Council Members required for the meeting to be quorate, in accordance with social distancing advice.

515. DECLARATIONS OF INTEREST

Member(s)	Minute No.	Nature of Interest
Cllr M Jepson Cllr S Gallant	All	Local Non-Pecuniary (as Members of East Suffolk Council)

516. CORONAVIRUS EMERGENCY MEASURES

Council considered the report on Coronavirus Emergency Measures being proposed in response to the anticipated impact of the pandemic.

The Clerk advised that all Town Councillors had received the report in advance and that Members had indicated support via email prior to the meeting.

It was RESOLVED that

- i. funding of £757.50 be authorised from the Community Fund Earmarked Reserve to produce and deliver information to all households in Felixstowe providing reassurance and guidance to those than might need support as well as those that wish to offer support at this time;**
- ii. authority be delegated to the Clerk, in consultation with the Members of the Civic & Community Committee via email, to decide grant applications from eligible organisations within a week of receipt of application, utilising the Council's Occasional Grant fund, in order to support local organisations and charities which are carrying out beneficial work in the community;**
- iii. Cllr Mark Jepson and Cllr Darren Aitchison be nominated by the Town Council to be invited to become Trustees to the Felixstowe Relief Charity;**
- iv. £10,000 be donated, via the Community Fund Earmarked Reserve, to the Felixstowe Relief Charity in order that the Charity may direct funds to those that need it most;**
- v. funding of up to £10,000 be authorised to support any requirements identified and agreed by the Council's Community Emergency Plan Coordinators, with authority delegated to the Clerk to approve such expenditure via the Council's Community Fund Earmarked Reserve;**
- vi. all public meetings of Felixstowe Town Council to be suspended in accordance with the advice of Government or the National Association of Local Councils;**
- vii. the Town Hall be closed and all office staff should be supported to work from home insofar as possible;**
- viii. allotment inspections be suspended;**
- ix. all Mayoral engagements be cancelled;**

- x. all Council-related events for the remainder of the 2019/20 Municipal Year to be cancelled;
- xi. all other Council-related events be kept under review, with the default position being that these will also be cancelled, or at the very least postponed unless guidance changes;
- xii. Felixstowe in Flower competitions be cancelled this year;
- xiii. all Felixstowe in Flower sponsors be advised that plaques recognising last year's sponsors will be re-installed this year at zero cost and any sponsorship received for 2020 will carry forward to 2021;
- xiv. the delegation arrangements resolved by the Planning & Environment Committee be noted and approved;
- xv. all functions of the Council, other than those matters specifically reserved by law to be determined by a meeting of the Council, to be delegated to the Clerk (as the Council's Proper Officer) in consultation with Mayor and Chairman of the appropriate relevant Committee (or the Deputy Mayor if usually Council) until the next Ordinary or Extraordinary Council meeting, at which time the delegation must be reviewed;
- xvi. the Business Continuity Plan be adopted; and,
- xvii. the advice of NALC on the Council's statutory obligations for Annual meetings and Annual Governance Accountability Return (AGAR) be noted.

517. CLOSURE

The meeting was closed at 9.55am.

Date: _____

Town Mayor: _____