



Great Maplestead Parish Council

COVID-19 Emergency Standing Orders

Issued: April 2020

Implementation of Emergency Standing Orders

In the interests of public health and in accordance with Government guidelines and the advice of Public Health England the following **Emergency Standing Orders** have been introduced with immediate effect:

1. **Great Maplestead Parish Council** will not hold an annual meeting in May 2020. The next annual meeting is currently scheduled for May 2021. The election of Chairman & Vice Chairman will be deferred until the annual meeting in 2021. The current Chairman & Vice Chairman, as elected in May 2019, will continue in role until the next annual meeting.
2. The existing individual Councillor roles/responsibilities, as agreed in May 2019, will remain the same until the next annual meeting.
3. The annual review of Policies and Procedures will be deferred until May 2021, unless Councillors propose an urgent amendment to any policy beforehand. In this instance a proposal will be sent to the Clerk in writing via e-mail. Procedures will then follow in accordance with *COVID-19 Emergency Standing Orders 2020 (7)*.
4. To ensure the Council's finances remain in order the Clerk will circulate, by e-mail, details of all scheduled regular payments and request that Councillors confirm sanction of payments by return confirmation e-mail. Similarly, any new payments will be authorised by e-mail.
5. All Council payments will be made via on-line banking, where possible. The Clerk will circulate a copy of the Council's bank statements on a fortnightly basis and request that Councillors confirm they are satisfied with the bank records by confirmation e-mail.
6. All Council meetings in the Village Hall are cancelled until such time the Government announces approval for usual local authority procedures to recommence. If there are business items to be debated and voted on the Council will consider the need to set up a video meeting, in accordance with the Government published *The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulation 2020*. These regulations came into force on 4th April 2020.
7. If the Clerk receives a Councillor proposal or other business item – e.g. planning consultation – the Council authorises the Clerk to decide if there is a requirement to debate the proposal/business item in a public forum. If the Clerk decides a public forum is not required, the proposal/business item will be circulated to all Councillors who will be asked to vote, via e-mail, on the item. If the Clerk receives a request to debate the item in a public forum, by e-mail, from 2 or more Councillors, then a video meeting will be arranged by the Clerk.
8. At all times, during the COVID-19 nationally implemented controls, the Council will follow the guidance and advice of the National Association of Local Councils (NALC) to ensure compliance with government emergency regulations.

These **Emergency Standing Orders** are subject to review and modification as national guidance changes.

The safety and well-being of members of the public, staff and Councillors is the number one priority throughout this period.