

LYDNEY TOWN COUNCIL

FULL COUNCIL MEETING – 2020/04/20 – 144

MINUTES OF THE EXTRA ORDINARY LYDNEY TOWN COUNCIL MEETING held via Zoom¹ on Monday 20 April 2020 at 7.10 pm.

PRESENT: Cllrs W Leach (Chairman), L Arnold, J Carr, J Greenwood (late arrival), A Harley, R Holmes, S Holmes, R Kemsley, P Macklin, S Stockham, T Tremlett and S Turner

Mr R Balgobin – Locum Town Clerk
Mrs I Litton – Locum Responsible Finance Officer
Miss C Wheeler – Assistant Clerk – Minute Taker

1. **APOLOGIES**

Apologies for absence were received and noted from Cllrs Z Arnold and Preest.

2. **DECLARATIONS OF INTEREST**

None.

Cllr Leach expressed thanks to all the volunteers and members of the Lydney Community Support Group, and to those members of the community who had made their own arrangements for assistance during the Coronavirus restrictions.

3. **PROTOCOL FOR REMOTE COUNCIL/COMMITTEE MEETINGS**

Prior to the meeting Members were provided with a copy of the draft protocol for the management of meetings held by remote means.

Adoption **proposed by Cllr W Leach**. Unanimous.

4. **APPROVAL OF MINUTES**

Approval of the public minutes of the Extra Ordinary Full Council meeting held on 24 February 2020 and the meeting held on 9 March 2020 was **proposed by Cllr Leach**. Unanimous.

Members were reminded that the minutes would be signed at the first physical meeting of the Council in line with the adopted Protocol for Remote Council/Committee Meetings.

5. **OPEN FORUM**

None.

6. **TOWN CLERK REPORT**

The Locum Clerk provided Members with an overview of the action which had been taken to ensure the business continuity of the Council. It was noted that all administration staff were working from home and members of groundstaff were undertaking specific planning or study work from home. The Locum Clerk expressed thanks to the Town Council's staff for the flexibility they had shown towards their work.

Members were informed of the directive which had been received regarding the need to close the Cemetery to members of the Public. It was noted that a short time later

¹ The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020

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clarification had been issued by the Government on the directive which had resulted in the Cemetery being re-opened without further delay.

The Locum Clerk requested that Members contact him by telephone, rather than by e-mail if they required clarification on an issue or wished to raise a query.

A vote of thanks was expressed towards the Council's staff.

Members noted the advice from NALC that stated that the current guidance from the Government meant that Parish meetings should not take place, including the annual meeting of the electors.

7. **FINANCIAL MATTERS/RFO REPORT**

Prior to the meeting Members were provided with a copy of a list of payments (Appendix A) for approval as detailed by the RFO. It was noted that the payments would be made by electronic means (BACS) and the RFO explained that a basic version had been provided as the Council was currently between accounting systems.

Approval of the payments was **proposed by Cllr Leach**. Unanimous.

Grant

Members were asked to approve a grant of £1,000.00 to Lydney Dial-a-Ride. During discussion it was agreed that the matter would be deferred until the next Finance meeting and that Cllr R Holmes would contact the organisation and explain the need for it to complete and return the Council's grant application form.

Action by – Cllr R Holmes

Cllr Leach requested that the matter be brought back to Full Council if the funding was required urgently.

8. **ANNUAL COUNCIL MEETING**

Members considered Regulation 4 of The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020.

After a short discussion it was agreed that the Council would defer holding its Annual Council Meeting (ACM) until it had recommenced physical meetings and ideally after the conclusion of the Tribunal case against the Council.

9. **LYDNEY COMMUNITY SUPPORT GROUP**

Cllr Tremlett provided Members with an overview of the work undertaken by the Group, which had been in existence for one month. Thanks were expressed to the volunteers and the co-ordinators for their hard work and Members were advised that efforts had been made to allocate a "point of contact" for people in need in order that the parties may liaise between themselves going forward. Members were also informed of the payment by telephone facility which had been set up at the Co-operative Store and also the donation of telephone credit by Tesco.

Thanks and congratulations were expressed to Cllr Tremlett for her efforts. During discussion it was felt that signs/banners could be erected in the Town promoting the contact details of the Group and their efforts.

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10. **DEAN FOREST GREENWAYS**

Members noted that further consideration of this matter would be deferred until the Council was able to hold physical meetings.

Cllr Greenwood joined the meeting at this point.

11. **COUNCILLOR COMMITTEE AND OTHER REPORTS**

Members noted that, in line with advice received from Bruno Peek LVO OBE OPR, Pageantmaster VE Day 75, any arrangements which had been made for VE Day 75 would need to be cancelled.

12. **PRESS RELEASE/PRESS STATEMENT**

Members noted that Cllr Leach had issued a weekly update. It was felt that press releases should be issued on the following topics: Lydney Town Council's first meeting via Zoom, the cancellation of the Annual Town Meeting, the postponement of the Annual Council meeting.

13. **MEETING DATES**

It was noted that a formal meeting schedule would be issued to Members once the Council has returned to holding physical meetings.

Cllr Leach advised that the next Full Council meeting would take place on Monday 11 May 2020 at 7.00 pm via Zoom. Members were reminded that only urgent business would be considered at the meeting.

**EXCLUSION OF THE PUBLIC & PRESS
Page 147 (Inclusive) - CLOSED SESSION**

14. **CONFIDENTIAL MINUTES OF PREVIOUS MEETING**

Approval of the confidential minutes from the closed sessions on 24 February 2020 and 9 March 2020 were **proposed by Cllr Leach**. Unanimous.

Members were reminded that the minutes would be signed at the first physical meeting of the Council in line with the adopted Protocol for Remote Council/Committee Meetings.

15. **STAFF MATTERS**

Resolved:

- That the Council would not renew the Human Resources external contract at present. The matter would be kept under continuous review by the Personnel Committee.
- That the Personnel Committee would review the applications received in respect of the Town Clerk vacancy and would form an interview panel.

16. **REGENERATION**

To defer further consideration until the Council is able to hold physical meetings.

Meeting closed at 8.39 pm

Chairman

Date

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Apr-20

Payments made by BACS for April

Philip Blatchly & Son	14.04.20	440.00
Light Fantastic DIY Ltd	14.04.20	31.46
Network Connections	14.04.20	1,500.00
Tate Computer Technology Ltd	14.04.20	42.00
White House Press Printers	14.04.20	275.00
Lydney Hub	14.04.20	267.50
Payments made: Sub total		2,555.96

Payments to be made by BACS 24th April

Plantscape		1,848.00
FoDDC		253.55
WPS Hallam Insurance		567.88
Corporate: Payroll		11,104.27
Corporate: HMRC		2,942.04
Corporate: LGPS		4,082.26
Locum Cover		4,025.00
Payments made: Sub total		24,823.00

BACS	Ad Hoc	Cemetery Plaques
BACS	Monthly	Community Support Group
BACS	Annual	CCTV
BACS	Ad Hoc	Community Support Group
BACS	Ad Hoc	Community Support Group
BACS	Ad Hoc	E/M Lydney Hub

BACS	Ad Hoc	Floral Displays Plantscape
BACS	Ad Hoc	Election Costs
BACS	Annual	Cyber and Crime Insurance
BACS	Monthly	Corporate
BACS	Monthly	Corporate
BACS	Monthly	Corporate
BACS	Monthly	Corporate

Appendix A

Continued overleaf