

WEST MALLING PARISH COUNCIL

MINUTES OF AN EXTRAORDINARY MEETING OF THE PARISH COUNCIL

HELD ON 20TH MARCH 2020, 7.30PM
AT 9 HIGH STREET, WEST MALLING

Present: Mrs T Dean (Chairman)
Ms G Barkham
Ms S Margetts
Ms C Medhurst
Mrs Y Smyth
Ms M Stacpoole
Mr N Stapleton
Mr P Stevens
Mr D Thompson

Also in attendance:
Rev'd Green
Mel Mather (from 7.55pm)
Samantha Bennett (from 7.55pm)

Minute		Action by	Action taken	Response
20/190	<u>APOLOGIES FOR ABSENCE</u> were received from Mr Bullard, and Mrs Javens			
20/191	<u>DECLARATIONS OF INTEREST</u> – none other than those routinely declared			
20/192	This extraordinary meeting has been called in response to the Covid 19 crisis. 1) Members are asked to agree a way forward for the day to running of the Parish Council, strengthening delegated powers under Section 101(1) of the Local Govt Act 1972. 2) Consideration to be given to the role that WMPC could play within a community support scheme for West Malling.			
20/193	<u>DELEGATED POWERS – Section 101(1) OF THE LOCAL GOVT ACT 1972</u>			
	It was agreed that the Council delegates authority to the Clerk, in consultation with the Chairman and Vice Chairman of the Council to take any actions necessary with associated expenditure to protect the interest of the community and ensure Council business continuity during the period of the pandemic. It was further agreed that in the absence of either the Chairman or Vice Chairman, the Clerk consult with the Chairman of the relevant Committee. It was agreed that all relevant emails will be sent to all members for comment and members would have 48 hours in which to respond to the Clerk; in consultation with the Committee Chairmen the Clerk's decision will then be forwarded to the Chairman and Vice Chair for approval.			
20/194	<u>COMMITTEE BUSINESS</u>			

	All Committee meetings to be cancelled until further notice. It was agreed that each committee Chairman would agree amongst its members how work is to be carried out whilst there are to be no face to face meetings.			
20/195	<u>PARISH OFFICE</u>			
	Mrs Dean reported that the Parish Office had been closed to visitors for the last few days and it was agreed that the office remain closed to visitors until further notice. It was agreed that Mr Stevens be given access to the Parish Council email account. It was agreed that the Clerk to work from the office and or home as appropriate.			
20/196	<u>ANNUAL PARISH MEETING / ANNUAL PARISH COUNCIL MEETING & AUDIT</u>			
	Awaiting legislative updates on all of the above.			
20/197	<u>COMMUNITY SUPPORT SCHEME</u>			
	Mrs Dean reported that a number of volunteer schemes had already been set up involving local churches and those organised on a street by street basis. Rev'd Green reported that Offham have set up a volunteer scheme under the umbrella of St Mary's Church. The scheme assists residents with the purchasing of groceries, collection of prescriptions, walking dogs and befriending over the phone. The area is split into zones with volunteers assigned to each zone. It was agreed that Rev'd Green would circulate the Offham policy documents to WMPC for their consideration and that WMPC would seek to set up their scheme also under the umbrella of St Mary's Church. Mr Thompson, Ms Medhurst, Mr Stapleton, Ms Margetts, and Ms Stacpoole offered to help where possible.			
20/198	<u>PUBLIC HEALTH</u>			
	The meeting welcomed Samantha Bennett and Mel Mather, both of whom work in the public health sector. Ms Bennett and Ms Mather reported on the seriousness of the virus and the impact that it could have on a small town such as West Malling if residents didn't observe the government guidance to socially distance and stay at home. Social media / posters – advice was given on making any social media relevant to the town by emphasising that people need to protect West Malling and protect their neighbours by staying indoors / social distancing. Both offered to assist with sample wording for a leaflet. Ms Bennett and Ms Mather also expressed their concern about the mental health impact that this virus may have on residents; advice can be found on the NHS and MIND websites.			
20/199	<u>FINANCIAL MATTERS</u>			
199.1	Accounts for payment totalling £5,556.82 were approved – see attached schedule			
199.2	Unity Trust Bank – it was agreed that Mr David Thompson be added as a signatory to the mandate.			
	There being no further business, the Chairman thanked members for attending and closed the meeting at 9.10 pm Signed..... Date.....			

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<u>Accounts for Payment 20th March 2020</u>							cheques to be drawn
Zurich Municipal (cheque 2181) (invoice 42787189 - insurance renewal (1 year) 20/21)							£2,273.69
Malling Memorial Institute (cheque 2182) (invoice 19/20 room hire for 20/3/20)							£16.50
Kent County Council (Laser) (cheque 2183) (electricity supply for February)						424.51 VAT 83.84	£508.35
Viking (cheque 2184) (invoice 910927 stamps, staples & inks)						102.96 VAT 6.59	£109.55
Mrs Claire Christmas - authorisation to pay via Faster Payments (Clerk - net salary for April + reimbursement £1539.33 + fax £1.20 + sundries £3.90)							£1,544.43
Mrs Sarah Howard authorisation to pay via Faster Payments (Ass Clerk - net salary for April + reimbursement £432.97 + £1.75 for sundries)							£434.72
HMRC - authorisation to pay via Faster Payments (Deductions from salaries - April)							£534.39
Nest - authorisation to pay pension contributions by Direct Debit for April							
Employer's contributions							£ 57.94
Employee's contributions							£ 77.25
(Employees's contributions have already been deducted from salary)							
* As per March Full Council - these figures are for authorisation on the basis that the actual figures will be within a range of £50.00							
						<u>TOTAL</u>	£5,556.82