



Wallingford Town Council

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17th March 2020

2020-03-23 Council pl

To: All Members of Council

Dear Councillor,

You are hereby summoned to attend an Extraordinary meeting of Full Council **on the Monday 23rd March 2020 at 7p.m in THE TOWN HALL, WALLINGFORD** for the transaction of business as set out on the agenda below.

Yours sincerely,

The Mayor of Wallingford

Before the start of the meeting and the formal business of the agenda is transacted, there will be a period of quiet reflection led by The Mayor

A G E N D A

1. APOLOGIES

Apologies for absence will be received.

2. ADMISSION OF THE PUBLIC

To consider whether members of the public should be excluded from the meeting.

3. DECLARATION OF INTERESTS

A Councillor with voting rights who has a disclosable pecuniary interest or another interest as set out in our Council's Standing Orders code of Conduct (Item 13) in a matter being considered at a meeting is subject to statutory limitations or restrictions under code of conduct and his right to participate and vote on the matter (guidelines are available at the meeting and all Councillors have received a copy prior to the meeting).

4. PUBLIC PARTICIPATION –NOTIFIED AND IMPROMPTU (Total 15 Minutes)

5. VARIATION OF ORDER OF BUSINESS:

6. BUSINESS CONTINUITY PLAN

The Town Clerk to ask Council to adopt the Business Continuity Plan which was sent to Council in advance of the meeting.

Resolution required.

7. SCHEME OF DELEGATION

i) To consider extending the delegation of Council decisions to the Clerk or extending the delegation of Council decisions by way of an Emergency Consultation Panel comprising of, the Mayor, Deputy Mayor, the relevant Chairmen and the Clerk during any period of restricted activity declared by the Government in respect of the Covid-19 virus. Such delegation to enable the Council to fulfil its responsibilities to its residents”.

Resolution required.

ii) To approve the amendment to the Standing Orders and Terms of Reference as appropriate.

Resolution required.

8. COMMITTEE MEETINGS, WORKING PARTY MEETINGS ETC

i) To consider whether Committees, Working Party meetings etc are postponed during the period of restricted activity with business that cannot wait dealt with in Full Council meetings whilst they continue.

ii) To discuss the impact of planning responses.

9. EVENTS

To consider the impact on Events both internal and external.

10. EXPENDITURE TO FACILITATE WORKING FROM HOME

The Town Clerk to report that, in agreement with the Chair of Finance & Properties, the office has purchased 2 x laptops at a total cost of £920 + VAT. There will be a small cost involved in setting up Microsoft Team for use by staff to be able to stay in touch. (£3.80 per user per month). Agreement made as per our Terms of Reference.

The Chairman shall have the following delegated powers

- *Matters of an urgent nature requiring settlement before the next meeting of the committee may be dealt with by the Chairman of the committee in conjunction with the Clerk and at their discretion but must be submitted for approval or otherwise to the next meeting of that committee.*

MOBILITY DIFFICULTIES IS REQUESTED TO CONTACT THE TOWN COUNCIL OFFICES ON 01491 835373 BY 10A.M. ON FRIDAY 20th March 2020. ALL REASONABLE ATTEMPTS WILL BE MADE TO ENSURE THAT THEY HAVE ACCESS TO THE MEETING.

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