

## FAWKHAM PARISH COUNCIL

Draft minutes of the Extraordinary Parish Council Meeting held remotely via video link on Wednesday 8th April 2020 at 7.00 pm to transact the following business.

Laura Marchant  
Clerk to Fawkhams Parish Council

Members of the Parish Council:

Cllr Laura Evans (Chair), Cllr Alun Evans (Vice Chair), Cllr Duncan Harker, Cllr Maxine Fothergill, one vacancy

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### Parish Council Meeting Agenda

1. Apologies for Absence:  
Cllr D.Harker (at work).

D Cllr F.Parkin present at the virtual meeting.

2. Agreement of Delegation:  
Proposed: To approve Delegation of Authority document (see attached)

3. Update to Standing Orders:  
Proposed: To amend the Standing Orders as follows:  
Section 3 Meetings Generally - a new clause z to be added stating: During Government restrictions on allowing meetings in person, meetings will be held virtually using appropriate technology to ensure all members can be heard, and ideally seen. Ideally, technology will allow members of the public to join the meeting virtually.  
Resolved: Cllr L.Evans proposed to make amendments, seconded by Cllr M.Fothergill.  
All Agreed.

4. Update to Financial Regulations:  
Proposed : to amend the Financial Regulations as follows:  
Section 5.2 - additional working as follows: During Government restrictions on allowing meetings in person, invoices and cheques list will be circulated by email ahead of the monthly meeting and, if in order, confirmed by the Chair/Vice Chair by email.  
Section 5.3 - additional working as follows: During Government restrictions on allowing meetings in person, the cheque book will be circulated between two members who will sign cheques and initial cheque stubs and return to the Clerk, whilst following all Government advice and restrictions.  
Resolved: Cllr L.Evans proposed to make amendments, seconded by Cllr M.Fothergill.  
All Agreed.

5. Dates for the year 2019/20:  
Parish Council Meeting - Thursday 16th April 2020 7.30pm, to be held remotely via Zoom.  
Parish Council Meeting - Thursday 14th May 2020  
Annual Council Meeting - To be held once in person meetings resume.