

**East Hagbourne Parish Council
(EHPC)**

**INFORMAL Minutes of the email and virtual Parish Council meeting held on
Thursday 26th March 2020**

Following the government announcement banning public meetings of more than two people to minimize the spread of Coronavirus, the Parish Council agreed to a reduced agenda that focused on the key points requiring resolution from the proposed full agenda for 26th March. All other agenda points have been deferred until the government defines what constitutes a legal Parish Council meeting.

The clerk confirmed with OALC that, in the interim period, an email circulation of agenda points requiring action could be sent to councillors, and their responses noted as a record. As such, the following minutes are not formal and will be minuted officially at the next legal Parish Council meeting.

A number of councillors were also able to attend a virtual meeting which commenced at 7.40pm via a ZOOM link: I. Duff (Chairman), C. Gover, C. Shaikh and D. Rickeard. Apologies were received from J. Elliott and P. Dixon who had technical issues. Laura Lloyd (Parish Clerk) was also present at the virtual meeting. This was not an officially requested meeting, but may offer a suitable alternative to face to face meetings if virtual meetings are approved by the government.

D. Button confirmed via email prior to the meeting that he approved all agenda points, as long as item 6.n) was the first item on the agenda.

Points discussed (numbering as in full agenda for 26th March):

6.n) Delegation of powers in absence of meetings – to resolve that the council empowers the clerk (with guidance from the Chairman and councillors) to do anything expedient and necessary to ensure the continuous business of the council, and to deal with mandatory undertakings in order to prevent the authority from incurring liability during the period that the delegation is applicable. All councillors present approved this resolution.

6.c) Formal resolution to sign the transfer documents and hand over St Anne's Court Land to Didcot Town Council. I. Duff proposed that the TR1 document to transfer the deeds to St Anne's Court should be signed. All councillors present approved the resolution to sign the transfer documents and hand over St Anne's Court Land to Didcot Town Council. It was agreed that L. Lloyd would liaise with I. Duff and a second councillor to arrange the witnessed signatures, before sending the requested 2 x TR1 documents to Didcot Town Council.

6.e) Insurance Renewal – to approve the Hiscox quote of £1364.92 (plus administration fee of £50.00) to continue insuring the Parish Council for 2020/21 – Following an email circulation prior to the meeting, the proposal was to accept the lower renewal cost of £1296.67 for a 3-year agreement with Hiscox. All councillors present approved this proposal and it was agreed that L. Lloyd would contact Came & Company to confirm this decision.

6.f) Banking Matters – mandate changes - I. Duff clarified the mandate change request, which was circulated prior to the virtual meeting. It is proposed that the Clerk be accorded on-line access to the Council's bank accounts. It is further proposed that arrangements be made to make on-line payments from the Council's bank current account paralleling the current signing arrangements for cheque payments. For this to happen, the Clerk needs to be added to the bank mandate. All councillors present agreed to this resolution. All councillors present approved the Clerk being added to the mandate to allow for on-line access and on-line payments to be made in the future.

6.h) OALC – Approval of the cost of £198.20 (+VAT) for membership for the year 2020/21 - All councillors present agreed to continue OALC membership for 2020/21.

6.i) SLCC – Approval of the cost of £126.00 for membership for the year 2020/21 - All councillors present agreed to continue SLCC membership for 2020/21.

6.o) Decision on possible funding/grant of up to £100.00 to The East Hagbourne Coronavirus Community Support Group - All councillors agreed that the Parish Council funding up to £100.00 should be approved, and that the clerk, with delegated powers, could authorise expenditure above £100.00 if the need arose.

The meeting ended at 7.55pm.