

The following **Emergency Delegation of Chideock Parish Council Functions** will be invoked if

- the Parish Council is unable to meet in person OR
- the Parish Council is unable to form a quorum due to illness etc (but not through lack of elected members).

The Clerk will ask councillors via e-mail of at a meeting for approval to invoke these measures - at least 4 must agree. If the measures are invoked via e-mail this will be formally recorded and retrospectively resolved at the next Parish Council meeting.

In exceptional circumstances the Clerk will invoke these measures without consent. If this occurs then it will be formally recorded and retrospectively resolved at the next Parish Council meeting.

Planning Applications.

- The Clerk will circulate details of planning application to all councillors via e-mail
- Councillors will make comments via e-mail, ensuring that all members and the Clerk are sent a copy
- The Clerk will collate the responses.
- If there is consensus the Clerk will submit the response via the Dorset Council Planning Portal
- If there is not a consensus the Clerk will use the majority view to formulate a response, which will be circulated to all prior to submission Dorset Council Planning Portal
- The submissions will be formally recorded and retrospectively agreed at the next Parish Council meeting

Planning Decisions.

- The Clerk will forward details of any planning decision made by Dorset Council to all councillors for information.
- Planning decisions will be formally recorded in the minutes of the the next Parish Council meeting

Financial Matters.

- The Clerk will send invoices to all councillors for approval 7 days before the last working day of the month
- Approval of **each** individual invoice by at least 3 councillors is required
- If approval is granted then the Clerk is authorised to make payments via TSB on-line banking on or before the last working day of the month
- The payments will be formally recorded and retrospectively resolved at the next Parish Council meeting.

Insurance.

Renewal of the Parish Council insurance is due on 1 June each year.

Public liability insurance is essential.

If it is not possible for a Parish Council meeting to be held to approve a) the level of insurance and b) the payment of the premium, then

- The Clerk will update the Asset Register as required.
- If assets are to be added or removed from the insurance the Clerk will contact Came and Company to obtain a revised renewal premium
- The Clerk will circulate the updated Asset Register and the insurance renewal documents to all councillors, together with any recommendations for adding or removing assets from the insurance and the financial implications of so doing
- Approval to proceed from at least 3 councillors will be required
- The Clerk will contact Came and Company to make any changes required and pay the premium via TSB on-line banking
- The insurance renewal, including any changes, will be formally recorded and retrospectively resolved at the next Parish Council meeting.

Other.

The Clerk is authorised to make decisions on general matters, preferably after agreement from a minimum of 3 councillors via e-mail, and to inform councillors of any decisions taken.

If the number of elected members falls below 3 then the Parish Council cannot function.

Subject:Re: URGENT - Invocation of Emergency Delegation of Council Functions

Date:Thu, 26 Mar 2020 08:44:46 +0000

From:BT Email <annachideockpc@btinternet.com>

To:Chideock Parish Clerk <chideock@dorset-aptc.gov.uk>

CC:Cllr Roger Carey <randjcarey@btinternet.com>, Cllr Deirdre Coates <deirdrecoateschideock@gmail.com>, Cllr David Rogers <davidrogers2904@gmail.com>, Cllr Vanessa Glenn <vanessaglenn9713@gmail.com>, Cllr George Dunn <geocdunn@yahoo.co.uk>, vanessaglenn@btinternet.com <vanessaglenn@btinternet.com>, Cllr Tony Peacock <tonypeacock77@hotmail.com>

Agreed by me Sal

Anna

Subject:Re: URGENT - Invocation of Emergency Delegation of Council Functions

Date:Thu, 26 Mar 2020 08:45:01 +0000

From:George Dunn <geocdunn@yahoo.co.uk>

To:Chideock Parish Clerk <chideock@dorset-aptc.gov.uk>

CC:Cllr Roger Carey <randjcarey@btinternet.com>, Cllr Anna Dunn <annachideockpc@btinternet.com>, Cllr Deirdre Coates

<deirdrecoateschideock@gmail.com>, Cllr David Rogers
<davidrogers2904@gmail.com>, Cllr Vanessa Glenn
<vanessaglenn9713@gmail.com>, vanessaglenn@btinternet.com
<vanessaglenn@btinternet.com>, Tony Peacock <tonypeacock77@hotmail.com>

Hi Sal

I agree to your proposals on the invocation of emergency delegation of Council functions.

Regards
George

Subject:Re: URGENT - Invocation of Emergency Delegation of Council Functions
Date:Thu, 26 Mar 2020 08:59:36 +0000
From:Mr Roger Carey <randjcarey@btinternet.com>
To:Chideock Parish Clerk <chideock@dorset-aptc.gov.uk>, Cllr Anna Dunn
<annachideockpc@btinternet.com>, Cllr Deirdre Coates
<deirdrecoateschideock@gmail.com>, Cllr David Rogers
<davidrogers2904@gmail.com>, vanessa glenn <vanessaglenn9713@gmail.com>,
George Dunn <geocdunn@yahoo.co.uk>, vanessaglenn@btinternet.com
<vanessaglenn@btinternet.com>, Cllr Tony Peacock
<tonypeacock77@hotmail.com>

Hi Sal

Agreed

Roger

Subject:Re: URGENT - Invocation of Emergency Delegation of Council Functions
Date:Thu, 26 Mar 2020 09:05:59 +0000
From:Vanessa Glenn <vanessaglenn@btinternet.com>
To:Chideock Parish Clerk <chideock@dorset-aptc.gov.uk>
CC:Cllr Roger Carey <randjcarey@btinternet.com>, Cllr Anna Dunn
<annachideockpc@btinternet.com>, Cllr Deirdre Coates
<deirdrecoateschideock@gmail.com>, Cllr David Rogers
<davidrogers2904@gmail.com>, Cllr Vanessa Glenn
<vanessaglenn9713@gmail.com>, Cllr George Dunn <geocdunn@yahoo.co.uk>,
Cllr Tony Peacock <tonypeacock77@hotmail.com>

I agree to all of the proposals,
Vanessa Glenn

Subject:Re: URGENT - Invocation of Emergency Delegation of Council Functions
Date:Thu, 26 Mar 2020 09:10:56 +0000
From:David Rogers <davidrogers2904@gmail.com>
To:Mr Roger Carey <randjcarey@btinternet.com>

CC:Chideock Parish Clerk <chideock@dorset-aptc.gov.uk>, Cllr Anna Dunn <annachideockpc@btinternet.com>, Cllr Deirdre Coates <deirdrecoateschideock@gmail.com>, vanessa glenn <vanessaglenn9713@gmail.com>, George Dunn <geocdunn@yahoo.co.uk>, vanessaglenn@btinternet.com <vanessaglenn@btinternet.com>, Cllr Tony Peacock <tonypeacock77@hotmail.com>

Agreed by me Sal.
David

Subject:RE: URGENT - Invocation of Emergency Delegation of Council Functions

Date:Thu, 26 Mar 2020 12:20:39 +0000

From:tony peacock <tonypeacock77@hotmail.com>

To:Chideock Parish Clerk <chideock@dorset-aptc.gov.uk>, Cllr Roger Carey <randjcarey@btinternet.com>, Cllr Anna Dunn <annachideockpc@btinternet.com>, Cllr Deirdre Coates <deirdrecoateschideock@gmail.com>, Cllr David Rogers <davidrogers2904@gmail.com>, Cllr Vanessa Glenn <vanessaglenn9713@gmail.com>, Cllr George Dunn <geocdunn@yahoo.co.uk>, vanessaglenn@btinternet.com <vanessaglenn@btinternet.com>

Hi all. Agreed all proposals.

tony