

MINUTES of the MEETING of the EXECUTIVE & EMERGENCY COMMITTEE held at THE COUNCIL OFFICES, THE GROVE, SWANSCOMBE on FRIDAY 20 MARCH 2020 at 2.00PM

**PRESENT:** Councillor Peter Harris – Vice-Chairman  
Councillor Lorna Cross (substituting for Councillor Maurice Weet)  
Councillor Ann Duke  
Councillor Lesley Howes – ex-officio  
Councillor Jay Shah

**ALSO PRESENT:** Graham Blew – Town Clerk  
Martin Harding – Assistant Town Clerk/RFO

**ABSENT:** There were none

562/19-20. **ARRANGEMENTS AND CONSTRAINTS REGARDING FILMING OR RECORDING THE MEETING.**

The Vice-Chairman explained the arrangements and constraints relating to the filming or recording of the meeting.

563/19-20. **APOLOGIES FOR ABSENCE.**

Apologies for absence were received from Councillors' Anita Barham, Sue Butterfill, Peter Harman, Dr Jo Harman and Maurice Weet.

564/19-20. **SUBSTITUTES.**

Councillor Lorna Cross substituted for Councillor Maurice Weet.

565/19-20. **DECLARATIONS OF INTEREST IN ITEMS ON THE AGENDA.**

Councillor Ann Duke declared a prejudicial interest in proposal 15 of Agenda Item 8 – Covid-19 – Contingency Plan in the event of restrictive activity or a shutdown, as she is the Chief Executive Officer of Walk Tall

*The Chairman gave the opportunity for the meeting to be adjourned at this point to accept questions from the public.*

566/19-20. **TO RECEIVE ITEMS DEEMED URGENT BY THE CHAIRMAN / MATTERS ARISING FROM PREVIOUS MINUTES.**

There were none.

567/19-20. **TO CONFIRM AND SIGN THE MINUTES OF THE MEETING HELD ON 29 AUGUST 2017.**

**Recommended:** The Minutes of the meeting held on 29 August 2017 were confirmed and signed as a true record.

**568/19-20. REQUEST FOR DISPENSATION FOR NON-ATTENDANCE AT MEETINGS IN RESPECT OF COUNCILLOR DR JO HARMAN.**

**Recommended:**

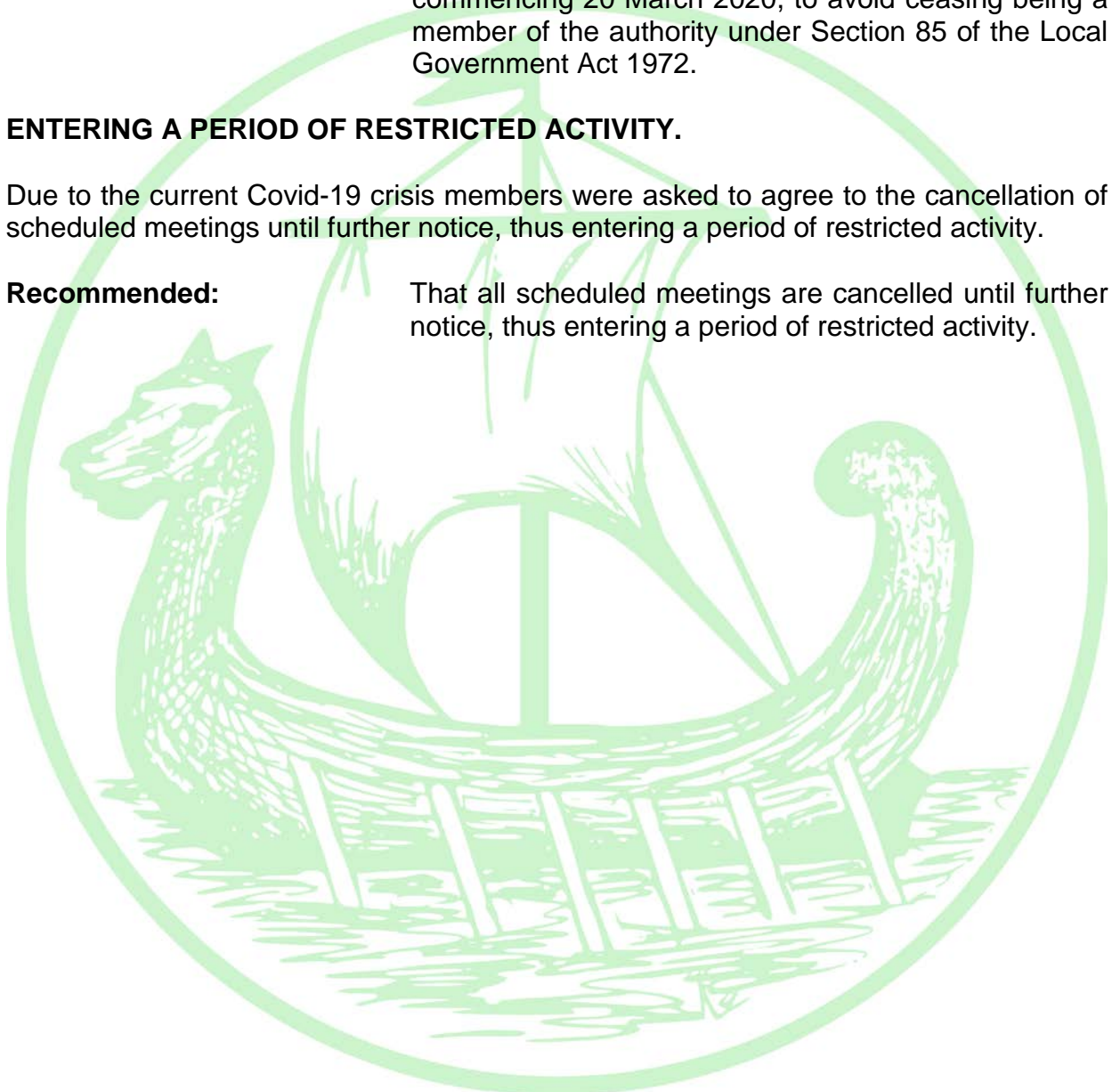
That the Town Council approve a dispensation for Councillor Dr Jo Harman from attending meetings of the Town Council due to ill health, for a six month period commencing 20 March 2020, to avoid ceasing being a member of the authority under Section 85 of the Local Government Act 1972.

**569/19-20. ENTERING A PERIOD OF RESTRICTED ACTIVITY.**

Due to the current Covid-19 crisis members were asked to agree to the cancellation of scheduled meetings until further notice, thus entering a period of restricted activity.

**Recommended:**

That all scheduled meetings are cancelled until further notice, thus entering a period of restricted activity.



570/19-20 **COVID-19 – CONTINGENCY PLAN IN THE EVENT OF RESTRICTED ACTIVITY OR A SHUTDOWN.**

It is likely that Government will pass emergency legislation to support the prevention of the spread of Covid-19. This may include restricting peoples' activity and travel; increasing the number of people who are asked to "self-isolate", preventing groupings of people for meeting and events.

Members were asked to consider an updated contingency plan in the event the Town Council entered into a period of restricted activity or a shutdown. Members discussed and agreed each point on the contingency plan individually.

For clarification the financial and contractual implications of proposals 9 and 10, regarding staffing, were explained to members in detail.

Members agreed to include the Community Café to proposal 12 as a facility to be suspended until further notice.

*Having already declared a prejudicial interest Councillor Ann Duke left the chamber and took no part in the discussions or decision on proposal 15.*

**Recommended:**

That the updated Covid-19 Contingency Plan as per the attached schedule, be agreed and adopted with an amendment to include the Community Café in proposal 12 as a facility to be suspended until further notice.

There being no further business, the Meeting closed at 2.40pm

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
(Chairman)