

## **SOUTH PETHERWIN PARISH COUNCIL**

### **Council Business Policy during COVID-19 Restrictions V2 6th May 2020**

#### **Meetings**

As part of the management of the COVID-19 pandemic, the government has published regulations to permit remote council meetings. Councillors, the public and press no longer have to be present in a single physical space in order to meet and conduct council business. The regulations remain in place until 7<sup>th</sup> May 2021. South Petherwin Parish Council will recommence parish council meetings remotely from 13<sup>th</sup> May 2020. All meetings will remain open and accessible to the public. An IT failure which prevents public access to the meeting renders the whole of the meeting incapable of proceeding however an IT failure which prevents a member of the public from addressing the council during public participation will not invalidate the meeting.

The notice required for meetings remains the same and, as per the regulations, the council will use the parish website for the publication of documents and the calling notice for meetings. The calling notice will give the date, time, virtual location of the meeting, with details of how to join the meeting, and links to the agenda and associated papers. The software the Council uses will allow members of the press and public to have access to the meeting and be able to participate.

Councillors will act in accordance with the Code of Conduct by, when necessary, making a declaration of interest and 'leaving the meeting' and this will be recorded on the minutes.

Standing Orders have been amended accordingly.

#### **Statutory Functions**

The requirement to hold an annual meeting in May 2020 has been removed. The Chairman and Vice-Chairman will remain in post until then next annual council meeting. The new regulations do not cover Annual Parish meetings which may be called by the council or by electors. Advice is that social distancing principles remain in place and that the annual parish meeting should not be called at this time.

An extension to the Annual Governance and Accountability Return (AGAR) has been granted to 30 September 2020. Ahead of this EOY accounts will be circulated to Council members and posted on the Parish Council pages of the Parish website.

The Clerk will keep the Parish Council members informed of changes to Government guidelines and legislation during COVID-19 restrictions.

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