

## **Clerk Report & Additional Documentation Full Council May 2021**

It has been another extremely busy month cumulating with the Internal Audit on Tuesday 27<sup>th</sup> April. I am pleased to report the auditor was very impressed with everything that the Parish Council had achieved in the last year. It is very important to take the time to read all the AGAR documentation, the contents are the responsibility of the Council as a whole. Please contact me if you have any questions regarding the data.

The Notice of Vacancy has now been displayed on the Bodle Street Green noticeboard and website. Ten electors have until the 20<sup>th</sup> May to request an election in writing to Wealden District Council. If this is not the case the vacancy will be filled by co-option.

As a result of the Resolution passed at the WPC Full Council meeting on the 23<sup>rd</sup> April, Wealden DC have confirmed that a moratorium period on the Horse & Groom pub has been invoked and will end on 12th September 2021.

Burslems have confirmed the Parish Council should receive the health check report on the Bodle Street Green War Memorial by the end of the first week in May.

Former Parish Councillor Velten has had a meeting with Jakk Country Furniture Design. He has been very busy but has stated the noticeboard will be ready by the end of the second week of May. Pauline has confirmed she is still be happy to be present in person for the installation and will keep the Parish Council informed when a date has been agreed.

### **AGENDA ITEM 12**

A decision was made on the 28<sup>th</sup> April in the High Court that remote meetings will not be able to continue after 6<sup>th</sup> May.

The Government's roadmap proposes that organised indoor meetings are permitted from 17<sup>th</sup> May, subject to Covid secure guidelines and capacity rules.

### **Recommendations**

Members of the public would be asked to inform the PC if they wish to attend to allow the PC to make sure that the Covid capacity limits for the hall are not exceeded. If the attendance was going to be greater than this limit a meeting would have to be held outside. This would cause varying issues.

To use the delegated powers, members decide the planning decisions by email until it is deemed safe to have a meeting.

### **Actions if meetings are to take place**

- Providing hand sanitiser to those entering the meeting room and making sure hand sanitiser is readily available in the room itself

- Staggering arrival and exit times for the Clerk, councillors and members of the public.
- Placing seating at least 2-metres apart
- Ensuring everyone wears face masks
- Holding paperless meetings
- If papers are provided, people should be discouraged from sharing with others and asked to take the papers with them at the end of the meeting to minimise how many people handle the papers
- Arranging seating so people are not facing each other directly
- Choosing a venue with good ventilation, including opening windows and doors where possible
- Ensure the capacity is not exceeded, have procedures if the situation arises of more people wishing to attend than capacity allows. Could members of the public submit questions via email?
- If the venue has an NHS QR code to support test and trace then all attendees should register using that app, for those without access to the app they should register attendance in line with the venue's test and trace procedure.