



30 April 2020

Please NOTE that these are minutes from the remote meeting which took place on Monday 20 April 2020

A handwritten signature in black ink, appearing to read "John Hewer".

John Hewer
Chair

MINUTES

1. Present

The Chair, Vice Chair and Clerk held a remote meeting where the following discussions took place.

2. Minutes

The following minutes were approved and have now been uploaded to the Parish Council Website and VSM Share for members to view:

- 16 March 2020: Finance & General Purposes Minutes
- 16 March 2020: Full Council Minutes
- 20 March 2020: Extraordinary Council Minutes

Copies of the minutes are also attached as a PDF document for ease of reference.

3. Chairs Report

A report of the Chair was received, a copy is attached as Appendix A.

4. Ward Councillors Update

A report was received from Cllr C Martyn and Cllr B Ford, a copy is attached as Appendix B.

5. Meeting Schedule

The following decisions were approved:

All Council meetings, Committee meetings and Working Parties have been cancelled until the end of May 2020.

The Annual Parish Meeting will be completed virtually during the month of May via the Wroughton Parish Council website.

The Annual Council meeting will be postponed until further notice.

The Chair and Vice Chair of the Council and Committee Chairs will remain in position until further notice.

All members have been consulted with and all agree to continue until a time when the Annual Council meeting can continue in the usual format.

The Clerk confirmed that she has spoken with all members of the Council regarding the progression of virtual meetings. It has been noted that this will not be possible for many members of the Council and that the majority are happy to continue with the current changes within the extended Terms of Reference and Delegation Scheme.

Virtual meetings will not commence during the month of May as a quorum would not be met.

6. Business Continuity Plan

Discussions took place over the updated Business Continuity Plan following recommendations from the Emergency Plan Working Party.

The updated Business Continuity Plan is attached as Appendix C.

7. Grounds Team Working

The recommendations from the Emergency Plan Working Party were approved and the Grounds Team will continue to work during the current "Lock Down" phase. The Working environment and current government guidelines will be closely monitored and reviewed again on Friday 08 May 2020.

8. Volunteer Database

Discussions took place regarding the Volunteer Database and Volunteer services co-ordinated by Wroughton Parish Council.

It was noted that the organisation had gone well and that more streets are being ticked off the list each week.

The Clerk confirmed that there has been further support from Swindon Borough Council and they are now assisting Parish Councils with safeguarding checks with volunteers. The Clerk confirmed that all of Wroughton Parish Council volunteers have been emailed a link to Swindon Borough Council which they are required to complete.

9. Payment Schedule

The payment schedule for April 2020 was approved, a copy is attached as Appendix E.

Members are reminded that the Council has a general duty to consider the following matters in the exercise of any of its functions: Equal Opportunities (age, disability, gender reassignment, pregnancy and maternity, race, religion or belief, sex and sexual orientation), Crime and Disorder, Health & Safety and Human Rights.