
MINUTES OF THE FULL COUNCIL MEETING OF BROCKWORTH
PARISH COUNCIL HELD ON 16 APRIL 2020 AT 7.00PM
BY REMOTE ATTENDANCE VIA ZOOM VIDEO CONFERENCE

- (1) Welcome from Chair of Council
- (2) Attendance of those present to be recorded
Councillors Debbie Harwood (Chair), Craig Carter, Chris Evans, Gareth Evans, Louise Gerrard, Ruth Hatton, Nadia John, S McNeil, Jason Mills, Charlotte Parry, Sara Stevens, Summer Stevens, Wayne Stevens
Members of the public – none
Invited guests - none
- (3) Apologies for absence received to be recorded
Councillors Chris Spencer, Andrew Georgiou, Tracey Poulton **Absent:** Pete Kotwica
- (4) Declarations of interests on matters on the agenda to be received - none
- (5) Public session at the discretion of the Chair of Council – no comments
- (6) Council approved the minutes of the meetings held on 4th March and 18th March 2020.
- (7) COVID-19 update:
 - a) Council received an update on the community centre closure to the public and working from home arrangements for the administration team. Council discussed staff volunteering to work in the community centre kitchen to provide hot meals to vulnerable / self-isolating residents; Cllr Sara Stevens proposed that one person cooking and one volunteer for deliveries on-site on Tuesdays and one person cooking and one volunteer for deliveries on Thursdays to produce the meals until the freezer food has been used up or the lockdown ends. Cllr Parry seconded. Majority in favour, motion carried.
 - b) Council received an update from the Clerk on the emergency support arrangements for the community. It was noted that the Council had been awarded two separate grants of £500 each to support the efforts.
- (8) Council noted decisions made by the Clerk under delegated authority:
 - a) Printing 4000 emergency support leaflets at a cost of £62.99+VAT
 - b) Annual contracts commencing 1st April confirmed for gardening and hedge cutting at the community centre and burial ground.
 - c) Purchase of two laptops to enable efficient working from home of two members of the admin team at a total cost of £782+VAT.
 - d) Repair of zip wire at Mill Lane at a cost of £275+VAT to be carried out when lockdown ends.
 - e) Supplier payments totalling £9939.16 made on 31st March 2020.
- (9) Council noted that Government had issued regulations to defer the annual meeting of the council until 2021; Chairman and Committees to remain as currently appointed.

- (10) Chair advised that due to confidential and sensitive information, the exclusion of press and public as per standing order 10A was necessary for the Council to receive an oral report on the appointment of Clerk to the Council. Councillors will email the Clerk questions for the second round of interviews, to be conducted by Cllr Harwood and Cllr Parry.
- (11) Date of next meeting – Council agreed to hold a Full Council meeting (date to be arranged) to approve the appointment of the Clerk and to receive an update on COVID-19 arrangements. Council also delegated authority to the Chairs (or in their absence the Vice-Chairs) of Council and Committees to meet on 7th May at 7pm via video conference to discuss Government guidance on exiting the lockdown and arrangements for re-opening the community centre.
- (12) Meeting closed at 7.50pm.