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**MINUTES OF THE EXTRAORDINARY FULL COUNCIL MEETING OF  
BROCKWORTH PARISH COUNCIL HELD ON 18 MARCH 2020 AT THE  
BROCKWORTH COMMUNITY CENTRE AT 7.00PM**

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- (1) Welcome from Chair of Council
- (2) Attendance of those present to be recorded  
Councillors Debbie Harwood (Chair), Craig Carter, Chris Evans, Louise Gerrard, Ruth Hatton, S McNeil, Tracey Poulton,  
Members of the public – 1 member  
Invited guests - none
- (3) Apologies for absence received to be recorded  
Councillors Chris Spencer, Gareth Evans, Andrew Georgiou, Nadia John, Pete Kotwica, Jason Mills, Charlotte Parry Sara Stevens, Summer Stevens, Wayne Stevens
- (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 resolved to adopt the Risk Assessment and Business Continuity Plan drafted in response to COVID-19, proposed by Cllr Gerrard, seconded by Cllr Harwood, all in favour.
- (7) Council resolved that the Clerk shall have delegated authority to make decisions on behalf of the council in accordance with the Business Continuity Plan, proposed by Cllr Gerrard, seconded by Cllr Harwood, all in favour. Council further resolved to suspend all Council meetings and events until further notice.
- (8) Council resolved that the Clerk shall have delegated authority to authorise expenditure on behalf of the council subject to a limit of £5000 to support the community during the current medical crisis, proposed by Cllr Gerrard, seconded by Cllr Harwood, all in favour.
- (9) Council resolved that it would draw up a community emergency plan at the earliest opportunity through the Community Committee.  
Council also resolved to provide emergency community support during the COVID-19 crisis and delegated the Clerk to take forward arrangements. The Clerk will contact Hucclecote Parish Council and use their support arrangements as a starting point. Cllr Carter confirmed that Royal Mail would deliver the leaflets to Brockworth residents. Council agreed that the community centre would be closed with immediate effect and could be utilised by the health service should it be needed, providing it is understood that our supplies were running low and health service staff would be needed for cleaning.
- (10) Date of next meeting to be arranged.
- (11) Meeting to be closed at 7.30pm.