

# Parish Councils

## Internet Meetings of Parish Councils

Given the current crisis the usual meetings of the Parish Council are being suspended for the foreseeable future. However, the Parish Council is not moribund and will continue to function albeit remotely. **Legally it must continue to do so.** In the coming days we are expecting Government legislation to permit internet meetings, but we have been advised by NALC to pre-empt this given the urgency to restrict personal contact.

The Parish Council has a vital role to play. Apart from Meetings the rest of the Councils business will carry on as normal as possible.

The Councillors email responses to the Agenda should preferably be in ONE email to ease the administrative burden **and must be submitted to the Clerk by no later than 10pm of the date of the Meeting's Agenda.** The Councillors email responses will be retained indefinitely as a record mainly in the event of any, unlikely, future legal challenge (this is on the advice of NALC). These email responses/votes will be minuted and the minutes circulated and posted to our website.

A revised Agenda will be issued shortly but the logistics in carrying out the business will be, inter alia, as follows:

1 The Agenda will be dated with the normal Scheduled date i.e. last Thursday in month. In responding Councillors must quote the Agenda date and the Agenda Item number they are responding to and voting on.

2 Each Councillor must send his apologies if he is unable to take part. For any business in a meeting, remote or otherwise, to be legal we need a quorum.

3 The notices will be put on the notice boards and the Agenda will be put on the web inviting email comments/questions from Parishioners. All such emails will be forwarded to Councillors for their reactions.

4 Planning Applications on the Agenda will quote the planning reference number and Councillors can access details on the Shropshire Council website as normal. Comments and **votes** should be included in Councillors email responses. Your reason for your vote should also be included to enable the Clerk to make a submission to the Planners.

5 Significant correspondence/Donation requests will be scanned and circulated by the Clerk and voted on as circumstances dictate.

6 Any invoices for payment will be scanned and circulated to all members. Clear permissions to pay must be given by the Councillors in their email responses. The logistics of signing cheques will have to be agreed between the recognised signatories and the Clerk

7 Bank Statements will be scanned and circulated,

8 Financial Accounts will be sent by email in the normal way.

9 Unitary Councillors will be invited to submit a report which will be forwarded onwards by email. The report should be submitted well before the Agenda deadline date.

10 Minutes of previous meetings will be circulated as normal, placed on the web and Members approval or otherwise of the minutes must be specifically given in their email responses

11 Specialist items will be put on the Agenda from time to time such as Parish Councils response to this crisis but there will be others.

12 On any matter on which a Councillor has a pecuniary interest he/she must declare it and make no response or vote.

Derick Bromley Clerk