

ULVERSTON TOWN COUNCIL

Town Clerk: Jayne Kendall
Town Mayor: Cllr. Sharon Webster
Deputy Mayor: Cllr. Amanda Rigg

Our Ref: JK/SY/



Ulverston Town Council Office
County Square
Ulverston
Cumbria
LA12 7LZ
(01223) 505770

Ulverston Town Council. Emergency Executive Meeting Monday 23 March 2020. By email and Zoom on line. Present on line or on a telephone:

Cllrs: Airey, C. Pickthall, A. Rigg, S. Webster, M. Wilson. Clerk
Apologies: Cllr Jenkinson

Minutes:

1. Decision Making:

- Only urgent decisions will be made during the next three months by the Executive group, with deputies to be appointed if required.
- To note and agree that the clerk will require e mail approval for **all decisions** made by the group from **all members of the group** to provide evidence of a clear decision-making tree.

Unanimously approved

2. Council meeting to be cancelled:

Executive **to approve** that Council meetings in April and May will be cancelled. The June meeting to be reviewed.

Unanimously approved.

3. Committee meetings:

Executive **to approve** that all Committee meetings are cancelled until June (F&GP, Allotments, Environmental)

Unanimously Approved.

4. Annual Town Meeting and Civic Sunday:

- To approve the cancellation of the above events for 2020.
- To note that the Annual Report will be published and available on line.
- To note that the Mayor's expenditure from the Mayor's fundraising will be paid by BACS as instructed by the Mayor, and a list published in the Annual Report. Cllr M. Wilson proposed that the Mayor make a short video which could be posted with the Annual report.

Unanimously approved

5. Mayor Making:

- To **consider and approve proposals** for the post of Mayor and Deputy Mayor for 2020/2021 that Cllr. S Webster will remain as Mayor for 2020/2021 and that Cllr. Rigg will remain at Deputy Mayor for 2020/21.
- Council appointments: **To approve** the clerks' proposals that council committee membership will remain the same for 2020/21

Unanimously Approved.

6. Finance

A monthly list of payments will be produced. Executive to **appoint** two members of the group to approve the expenditure by e mail, on a month by month basis. All councillors will be sent the list of payments.

Unanimously Approved

7. Staff:

- To **note** that Sue Yates is working from home using the council laptop.
- To **approve** expenditure of £800.00 to purchase an additional laptop for the town clerk if home working is required.
- To **note** that the office is being used as a collection point for ID cards for the Ulverston Self Isolation Group
- To **note** that the council is also supporting the food bank; the clerk is now able to sign off forms to enable collection of food from the food bank. Emergency supplies are also in the office.

Unanimously Approved.

8. **Next emergency on line meeting.** Monday 27 April 2020 on line at 4pm