

# 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  
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## Ulverston Town Council. Emergency Executive Meeting Monday 23 March 2020. By email and Zoom on line Agenda

Decisions to be made

### Agenda:

#### 1. Decision Making:

- Only urgent decisions will be made during the next three months by the Executive group.
- 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.

#### 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.

#### 3. Committee meetings:

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

#### 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.

#### 5. Mayor Making:

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

#### 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.

## 7. Staff:

- To **note** that Sue Yates is working from home using the council laptop.
- To **approve** expenditure to purchase an additional laptop (quote attached) 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 Ulverotn Self Isolation Group
- To **note** that the council is also supporting the food bank; the clerk is now able to sign of forms to enable collection of food from the food bank. Emergency supplies are also in the office.

8. **Next emergency on line meeting.** Monday 27 April 2020 on line 10am