



Sway Parish Council

Jubilee Field Pavilion, Station Road, Sway, SO41 6BE

01590 718116

clerk@sway-pc.gov.uk

(v1) 16th March 2020

All members of Sway Parish Council are hereby summoned to attend a meeting **at the Jubilee Field Pavilion, Station Road, Sway, SO41 6BE on Friday 20th March 2020** commencing at **7.00pm** for the transaction of the business below.

KWalding

Katie Walding, Clerk & RFO

AGENDA

1. Public Participation

An opportunity for members of the public to raise issues of concern or interest, to ask a question or to make a statement. Public participation will be conducted in accordance with Sway Parish Council's Standing Orders 3(a) – 3(k), with no individual speaker exceeding a maximum of three minutes. All public participation, and the duration of this item, will be at the discretion of the Chairman.

2. Apologies

3. Declarations of Interest

4. Minutes of the previous Meeting – to approve the Minutes of the meeting on 27th February

5. Clerk's Report

- a. Hall hirers / cancellations
- b. Cleaning regime
- c. Correspondence

6. Amenities Working Group

- a. **Sway Social Club Proposition** – to consider and approve recommendations from the Amenities Working Group in response to the outline suggestion

7. Finance:

a. Authority to spend

To consider and approve an increased authority to spend under Financial Regulations 4.1 for the Clerk, from £200 (currently) to £500 – in line with approved spend limit on the Lloyds Charge Card. (This to be considered in parallel to Financial Regulations 4.5 where, in case of an emergency, the Clerk can authorise expenditure up to £500 for repairs.)

8. Governance

a. Emergency Delegation of Authority – to approve emergency delegation of authority:

In response to the Covid-19 outbreak in the UK and in the event that it is not possible to convene a meeting of the Council in a reasonable time, the Clerk shall have delegated authority to make decisions on behalf of the Council, only where such a decision cannot reasonably be deferred and must be made in order to comply with a commercial or statutory deadline.

FOR ANY ENQUIRIES REGARDING THIS MEETING PLEASE CONTACT THE CLERK



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Any decision to be made in consultation with members by telephone or email. The clerk will further consult with the Chairman for guidance as necessary. The delegation does not extend to matters expressly reserved to the Council in legislation or in its Standing Orders or Financial Regulations.

Any decisions made under this delegation must be recorded in writing and must be published in accordance with the relevant regulations. This delegated authority ceases upon the first meeting of the Council after the Council meeting at which the delegation was put in place.

Further, the Clerk may – under the direction of the Planning and Transport Committee – submit planning application recommendations where majority agreement can be reached by Committee members using telephone or email. For the duration of this emergency delegation of authority, residents are invited to send comments on any application in a timely manner to the Parish Clerk, who will distribute them to the Committee members for their information. Residents are reminded always to submit their comments directly to the NFNPA, the Local Planning Authority, during the consultation period.

www.newforestnpa.gov.uk

9. Co-option of new Councillors

To consider revising the dates of the proposed co-option timetable

10. Future meetings and events – to consider revised arrangements in light of Covid-19

- a. **Sway Spring Clean** – currently scheduled for Sunday 29th March
- b. **VE Day Event** – currently scheduled for Saturday 9th May
- c. **Annual Parish Assembly** – currently scheduled for Thursday 30th April and legally required to be held before 1st June
- d. **Parish Council Annual Meeting** – legally required to be held in May

11. Other items for discussion – from Councillors