

# Knutsford Town Council

**Town Clerk: Adam Keppel-Green**

Council Offices, Toft Road, Knutsford, Cheshire, WA16 6TA

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## Minutes

*of the*

### **Town Council meeting held 23<sup>rd</sup> March 2020**

*In the Lower Council Chamber of the Town Council Offices*

#### **19/145 Present**

Cllrs Malloy, Gardiner, Beswick, Coan, Houghton, McCulloch and Power.

In attendance: A Keppel-Green (*Town Clerk*)

#### **19/146 To receive apologies for absence**

It was noted that in line with government advice on minimising social contact members had been encouraged not to attend as only a quorum was required.

Apologies were received from Cllrs Abel, Dalzell, Forbes, Fletcher, Hamilton Coan, Gray, Nicholson and Robertson.

#### **19/147 To receive declarations of members' interests**

No member declared an interest.

#### **19/148 To approve a temporary scheme of delegation to the Town Clerk**

It was **RESOLVED** that until either

- a) The government advises that meetings can resume
- b) Legislation allows for meetings to take place virtually and a suitable system is in place to allow all members to participate

the Town Clerk (or in his absence the Town Centre and Marketing Officer or in the absence of both the Events Officer) be authorised to exercise any function that would normally be exercised by Full Council or a committee excepting any which statute prescribes may only be exercised by Full Council but that this authority be subject to the following conditions:

- a) No decision shall be made which would constitute a permanent change in established policy
- b) No decision shall be taken prior to the Town Clerk having sought counsel from the Town Mayor (or in his absence the Deputy Town Mayor) and the relevant committee's Chairman and Deputy Chairman
- c) Should the Town Clerk or the Town Mayor or the relevant committee Chairman or Deputy Chairman consider it appropriate, the Town Clerk shall prepare a

report on a proposed decision and circulate it to all members of a committee or the council by email and no decision shall be taken prior to all members having indicated their view or one calendar week having passed

- d) In the event that only one member will be involved in a decision, the views of all members of the relevant committee shall be sought.
- e) A record of all decisions made under this authority shall be kept and reported to all members by email weekly and to the first relevant meeting. This record will include the views of the members involved in the decision.
- f) Where authority is already delegated through Standing Orders, Financial Regulations, existing policy or previous resolution, any conditions attached thereto shall continue to have effect.
- g) There shall be no undue delay in the implementation of virtual meetings should legislation permit them.

FINANCIAL