

**MINUTES OF THE EXTRA ORDINARY SEVENOAKS TOWN COUNCIL MEETING  
HELD ON 23<sup>RD</sup> MARCH 2020 IN THE COUNCIL CHAMBER**

**Meeting Commenced:** 7.15 p.m.

**Meeting Concluded:** 7.25 p.m.

Cllr Keith Bonin	Present		Cllr Nicholas Busvine OBE, Mayor	Present
Cllr Sue Camp	Present		Cllr Dr Meryllyn Canet, Deputy Mayor	Present
Cllr Tony Clayton	Present		Cllr Andrew Eyre	Present
Cllr Victoria Granville Baxter	Present		Cllr Roderick Hogarth	Present
Cllr Lise Michaelides	Apologies		Cllr Tom Morris Brown	Present
Cllr Rachel Parry	Apologies		Cllr Richard Parry	Present
Cllr Robert Piper	Apologies		Cllr Simon Raikes	Present
Cllr Claire Shea	Present		Cllr Edward Waite	Apologies

There were no members of the public present.

The Mayor addressed those present with the following message:

*“We have all been shocked by the speed with which the Coronavirus pandemic has disrupted our local community. We are poised on the cusp of an intensification of this crisis. None of us knows quite how the situation will evolve – and that uncertainty makes matters more difficult for all of us. But, in dark days such as these, it is important to remember that ultimately things will get better and that life will go on. For now, we – as a Town Council – must buckle down and do our duty to the best of our ability. As your Mayor, I am proud to be part of such a wonderful team of councillors and council officials and employees. I know that we will not be intimidated by the challenges that face us and that we will continue to do our utmost to support our local community in these testing times. Thank you to you all”.*

**563. Apologies for Absence**

**i) To accept Apologies for Absence from the following Councillors for the meeting:**

- Cllr Michaelides
- Cllr Mrs Parry
- Cllr Piper

**ii) To accept Apologies for Absence in accordance with the Local Government Act 1972 s85 (1) for long term absence due to being identified by Public Health as at increased risk of severe illness from coronavirus (COVID-19) and to be particularly stringent in social distancing measures:**

- Cllr Piper
- Cllr Raikes
- Cllr Canet
- Cllr Waite
- Cllr Parry
- Cllr Clayton

iii) **To accept Apologies for Absence in accordance with the Local Government Act 1972 s85 (1) for long term absence due to the restrictions from coronavirus preventing Council Meetings taking place:**

- All Town Councillors

**564. Requests for Dispensations**

There were no requests for dispensations.

**565. Declaration of Interest**

There were no Declaration of Interest

**566. Sevenoaks Town Council Business Continuation Plan – Updated 2020**

**RESOLVED:** To receive and accept the updated Sevenoaks Town Council Business Continuation Plan.

**567. Sevenoaks Town Council Pandemic Contingency Plan Policy**

**RESOLVED:**

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| <p>i) To receive and accept the <b>Pandemic Contingency Plan Policy</b></p> <p>ii) To create a Pandemic Crisis Management Team. The team to consist of the Cllr Busvine, Cllr Eyre, Cllr Parry (reserves Cllr Bonin, Cllr Hogarth), Cllr Dr Canet, Cllr Shea, Cllr Clayton (reserves Cllr Morris Brown, Cllr Camp) Town Clerk, Deputy Town Clerk, Responsible Financial Officer.</p> <p>iii) To agree emergency measures that if it was not possible to convene a meeting of the Council or Committee in reasonable time or where restrictions are in place, the Town Clerk (and Deputy Town Clerk) shall have delegated authority under s.101 of the Local Government Act 1972 to make decisions on behalf of the Council where such decision cannot be reasonably deferred and must be made in order to comply with a commercial or statutory deadline. This will be</p> |
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carried out where possible by consultation with members by electronic means or telephone. The Town Clerk will further consult with the Mayor 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 decision made under this delegation must be recorded in writing and must be published in accordance with the relevant regulations.

- iv) To enable the balance of the grant budget for 2019 /2020 and 2020 / 2021 to be converted into a 'Community Resilience Fund' enabling voluntary groups and local organisations to apply for funds (using current grant application form) to assist the community during the coronavirus pandemic.

Grants Budget 2019 / 20 Balance		£8,575
Grants Budget 2020 / 21		
Local Organisations	£16,500	
Youth Grants	<u>£5,000</u>	
	<u>£21,500</u>	£21,500
<b>Total</b>		<b>£30,075</b>

- v) When possible to adapt the grant application form to a simpler format for COVID 19 applications.

**568. Lease to the Trustees of Sevenoaks Lions Club for Storage Facilities at Sevenoaks Community Centre**

**RESOLVED:** To sign and seal the renewal of the lease as per the details circulated with the agenda in Brachers letter dated 10<sup>th</sup> March 2020.

**569. Press Release**

**RESOLVED:** To issue a Press Release relating to the new Community Resilience Fund to assist the community with coping with COVID 19.

There being no further business the Mayor closed the meeting.

Signed .....

Town Mayor

Dated: .....