



Solva Community Council Cyngor Cymuned Solfach

6th May 2020

COVID-19 Outbreak - SCC Emergency Scheme of Delegation¹

Reference:

- A. Local Authorities (Coronavirus) (Meetings) (Wales) Regulations 2020².
- B. Question and Answer Brief - The Local Authorities (Coronavirus) (Meetings) (Wales) Regulations 2020.

Introduction

1. This policy sets out how Solva Community Council (SCC) business will be conducted over the coronavirus emergency in compliance with reference A.
2. Reference B provides a number of Questions and Answers that help clarify reference A.

Meetings

3. SCC will not hold face to face meetings during the coronavirus emergency.
 - a. **Community Councillors:** Community Councillors absent from 6 consecutive meetings – are they disqualified under current the 6 month rule? Reference B, Q&A 17 applies.

Video Conferencing Meetings

4. SCC will convene video conferencing meeting for all members every 2 weeks during the coronavirus emergency to allow normal business to continue. Meetings will also review support to the local community during the emergency. The Public Bodies (Admission to Meetings) Act 1960 and the Local Government Act 1972 set out the requirements for calling and conducting meetings. All SCC meetings must be open to members of the public to attend. SCC will ensure that proposed meeting are advertised appropriately, stating that there will be a video conference meeting and that they may join it to observe.

¹ This policy was agreed and adopted by Solva Community Council on 6th May 2020

² The Regulations came into force on 22nd April 2020



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Scheme of Delegation

5. During the interim 2 week period, authority is delegated to the Chairman, the Vice Chairman, one nominated community councillor and the Clerk to make decisions on the ordinary business of SCC. All papers will be circulated by the Clerk for comment

Minutes

6. Minutes will be produced by the Clerk for each meeting and once approved published on the SCC website. Minutes will detail all decisions taken.

Planning applications

7. Applications will be circulated to members of the SCC planning subcommittee who will inform the Clerk of any planning concerns. The clerk will record details and submit concerns to the appropriate Planning Authority by the agreed date.

Finance

8. Payments to be made will be sent as a schedule from the Clerk to the Chair and Vice Chair for approval. Once approved BACS payments will be made by the Clerk. Bank reconciliations will continue to be produced monthly and circulated to the Members with a Finance Report.

Statutory Functions:

9. **SCC 2019/20 Audit Notice:** Until such time as the lockdown is lifted, electors will not be able to exercise their rights under the Public Audit (Wales) Act 2004.

10. **AGM:** One of the measures included in reference A is the removal of the requirement for an AGM. It allows SCC to determine the appropriate timing of the 2020 AGM post the coronavirus emergency.