

Twemlow Parish Council

Clerk of the Council: Mrs Victoria Marchant

45 Blythe Avenue, Congleton, Cheshire, CW12 4LQ
vmarchantparishclerk@gmail.com 01260 270495

To all members of the Council – Councillor C Brandreth, Councillor T Price, Councillor M Bayley, Councillor W Laverick, Councillor S Bowers, Councillor R Burns, Councillor N Burns and Councillor A Kolker (Cheshire East)

You are summoned to attend an extraordinary meeting of the Council on the 22nd March 2020 at 2pm at the Yellow Broom Restaurant Car Park, Twemlow.

Though the public is welcome to attend, there will be no public forum. Whilst it is good practice to include a public forum prior to the start of any council meeting, there is no legislative requirement to hold it. As such, until the UK is declared free of COVID-19 public forum will not be held at any TPC meeting. Please continue to contact the Clerk directly if you have items you wish to raise to the attention of the Council using the normal methods of either e-mail, telephone or in writing to the Clerk.

AGENDA	
Part 1- Public and Press Present:	
1. Declarations of Interest	
2. Apologies	
3. Delegated Authority	<p>To allow the council to operate on a minimum requirement basis, the following items are delegated to the Clerk for the duration of the activation of this policy.</p> <p>1. Planning applications - after consultation with a minimum of 3 councillors a summary response will be circulated to all councillors for comment prior to submission to Cheshire East Council.</p> <p>2. Finance - all standard recurring payments listed as line items on the budget will be paid by the clerk at the appropriate time to prevent any late charges, such as salaries, insurance, licences and IT services etc. All payments will be formally authorised by the full council at the next full council meeting.</p> <p>Where this policy is activated over the end of the financial year, the clerk will prepare the end of year accounts in accordance with normal procedures and circulate to all of the councillors. On the acceptance of a minimum of 3 councillors, they will be signed by the Clerk</p>

	<p>and Chairman as applicable for submission to the external and internal auditors. The accounts will be accepted by resolution at the next full council meeting</p> <p>3. Responses to other communications - The Clerk will circulate at the earliest opportunity, any communication from any 3rd Parties which would normally be presented at a meeting for consideration by the council. The clerk will circulate the summary response to the full council prior to responding to the 3rdParty.</p>
4. To note next proposed meeting	<ul style="list-style-type: none"> • 12th May 2020

Victoria Marchant - Clerk of the Council