

**Southery Parish Council**  
**Operations Procedure During COVID 19 Emergency**  
**Adopted: 28 March 2020**

- 1) **Background** – This procedure has been agreed by the Parish Council using online methods, by majority, whilst the Government enforce social distancing measures during the Covid-19 outbreak which is a national emergency.
- 2) **Purpose** - This procedure lays out the temporary procedure the Parish Council will follow whilst awaiting confirmation of temporary legislation changes via the Government that the National Association of Local Councils are leading on.
- 3) **Scheme of Delegation** – As an emergency measure to enable the Parish Council to continue to function on matters that are urgent such as payment of contractors and suppliers and anything else it deems appropriate, this delegation will be put in place and agreed by online methods and placed on the Parish Council's website.
- 4) **Action Plan** - The Council will adopt and update an action plan via the Clerk on a weekly basis.
- 5) **Decisions to be Ratified** – All decisions to be ratified including the approval of this procedure, action plan and the Scheme of Delegation will be carried out at the next possible full Council meeting. The Parish Clerk will maintain a list of decisions to be ratified.