



## ADDENDUM TO STANDING ORDERS

Adopted: 26<sup>th</sup> March 2020

### **Exceptional Circumstances**

The Parish Council recognises that during exceptional circumstances (e.g. COVID-19 pandemic) urgent decisions may arise between scheduled meetings and therefore have defined this policy to ensure that the Parish Council is managed effectively.

#### **This policy applies to Parish Councillors and the Clerk.**

While the Parish Council creates, implements, monitors and reviews this policy, the Clerk is also responsible for implementing its requirements and records/minutes of decisions will be retained in line with the Data Retention Policy.

The Parish Council agrees to arrangements being established to deal with any urgent business arising between meetings where an extraordinary meeting cannot be held and they: -

- Could not be foreseen at the preceding meeting
- Arise out of request for further information
- Are time sensitive
- Are outside the general or specific authority delegated to the Clerk

Decisions that may be taken outside of Parish Council Meetings will not require a deviation from policy and should not place any aspect of the Parish Council at considerable risk.

The Clerk will firstly discuss the matter with the Chairman.

The Chairman will make contact with the vice-chairman to propose and second a motion. The proposal shall then be issued to all councillors for an electronic vote on a 'reply all' basis.

The Clerk will not seek to influence a decision from the Chairman or the other Parish Councillors but shall put the issues clearly and succinctly so as not to prejudice any decision being made.

The Clerk shall keep a record of the vote and any decision taken must be reported to the Parish Council at their next meeting and the decision formally ratified.