

**Minutes of the Extremely Urgent Committee meeting, held
12.15pm on Tuesday, 24th March 2020 at Caldicot Town Council**

Present: Cllrs D Evans, W Conniff, J Dobson-Pettican, A Easson,
RJ Higginson, F Rowberry

[In attendance, S King – Deputy Clerk]

1. To consider the following items, deemed urgent due to Corona Virus pandemic:

a) Policy Adoption

In view of the current situation regarding Coronavirus, Members are asked to consider and, if appropriate, agree the following policies and procedures:

- i. Crisis Management Policy;**
- ii. Home Working Policy;**
- iii. Coronavirus Procedure – Emergency Contingency Plan.**

The Committee recognised the seriousness of the current situation, specifically that the government had advised regarding social distancing and staying at home.

The Committee agreed to approve policies and procedures: Crisis Management Policy; Home Working Policy; Coronavirus Procedure – Emergency Contingency Plan.

The Committee agreed to close Town Council building and that staff could work from home during the pandemic.

It was noted that occasional visits would be required into the Town Council building for cemetery, post and banking, however, this would be done in accordance with social distancing guidance.

The Committee agreed that the building would be closed for use by support groups (AA) due to restrictions on gatherings. The Foodbank would be permitted to continue to use the building on a Friday morning, caretaker to open and close the building.

It was recognised that the Town Council were landlord to a tenant and considered government guidance on 3 month cessations of rental payments.

The Committee agreed that the Town Council tenant, 9 Sandy Lane, would receive a 3 month rental holiday period, in the event that the business was forced to close.

b) Delegation of Powers

The Committee agreed to extend the delegation of Council decisions to the Clerk in consultation with the Mayor and Deputy, during any period of restricted activity declared by the Government in respect of the Covid-19 virus. Such delegation to enable the Council to fulfil its responsibilities to its residents. (Decisions made under delegated powers to be reported to the next meeting of Full Council).

The Committee were aware that various community activities were ongoing to support the vulnerable through the pandemic. **It was agreed that the Council would support the community during the crisis. Councillors who were available to support would notify the Town Council office.**

c) To note closure of King George V Play Area (as of 23rd March 2020)

The Committee noted that the King George V Play Area had closed, as of 23rd March 2020. This had followed government advice.

Closure of King George V Playing Fields and locking of gates was discussed, however, it was noted that Town Council had been unable to agree to times when gates should be locked. The Committee agreed that closure of the play area would be priority at present.

The Mayor advised that guidance had been received from Monmouthshire Council regarding closure of public toilets.

The Committee agreed to close public toilets at Jubilee Way.

d) To open and receive tender submissions for demolition of compound building – King George V Playing Fields

The Committee noted that the closing date was 12 noon on Tuesday 24th March 2020. One tender had been received and this was opened by the Mayor during the meeting.

The Committee agreed to accept the quotation (preferred contractor) for demolition of compound building and clearing of site.

It was noted that non urgent building work had been suspended during the current pandemic. Appropriate utilities would have to be disconnected before work commenced.

The meeting ended at 12.40pm.

