

**Minutes of Extremely Urgent Committee, Caldicot Town Council, held 10am
Thursday 19th March 2020 at Caldicot Town Council**

Present: Cllrs D Evans (Mayor), RJ Higginson, W Conniff, A Easson, F Rowberry
[In attendance, S King – Deputy Clerk, B Hodges]

The Mayor advised that the extremely urgent committee had been called in light of Government advice and announcements regarding Covid-19 pandemic.

The Committee were asked to consider the plans for future operations of Caldicot Town Council. Monmouthshire County Council and other partners had cancelled meetings until further notice.

The committee discussed a number of matters:

- Use of buildings by the public and groups. It was noted that most groups had already cancelled meetings at the Town Council building.
- Town Council meetings to be suspended, until further notice. Increased flexibility for staff in the current circumstances.
- Further information to be obtained regarding enabling staff to work from home.
- ESAG guidance had been issued that public events should cease.
- Extremely Urgent Committee could be convened, if required.
- Rental consideration discussed, re. 9 Sandy Lane. Government guidance, rental holidays for tenants.

The Committee recognised the importance of steps being put in place for staff, to ensure safety, security and protection from abuse.

Agreed that AA and Foodbank continue to operate. AA outside of normal working hours and Foodbank 2 hours Friday morning, using kitchen door.

The Committee agreed:

- **No meetings of the Town Council would be held until further notice.**
- **Town Council building closed to the public and groups – access via email and telephone.**
- **Key to be given to iNeed, in order to complete ongoing Compound work.**
- **In the event of closure, tenant 9 Sandy Lane provided with 3 month rental holiday.**
- **Funeral Directors to be advised that Town Council office available via email/telephone.**
- **All Councillors to be advised of arrangements. Social media and website to be updated.**
- **Mayor to arrange Extremely Urgent Committee meeting, if required.**

The meeting ended at 10.30am

