



## **Extraordinary General Meeting of West Dean Parish Council**

**Thursday 06 May 2021 commenced at 7:00pm**

*Held by video conference (in order to protect the health and safety of councillors and members of the public during the COVID-19 pandemic)*

Present: Harry Urquhart (HU) – Chair, Jane Higgins (JH), and Bill Seabrook (BS)

Others present: Melanie Camilleri (MC) – Clerk/RFO

**54/21**      **Apologies for Absence:** Andy Francis (AF), David Sutton (DS), Christine Warry (CW), and Sarah Hurst (SH)

**55/21**      **Declarations of interest:** None

**56/21**      **Minutes:** the Minutes of the Parish Council's Meeting on **13 April 2021** were unanimously approved

**57/21**      **Scheme of Delegation Policy**

- i) Scheme of Delegation Policy which sets out the Terms of Reference by which the discharge of Council functions (under Section 101 of the Local Government Act 1972) to the Clerk (who is the Proper Officer and Responsible Financial Officer) will operate: **RESOLVED** unanimously to approve and adopt.
- ii) Activation of the Policy: **RESOLVED** by HU (Chair), JH, and BS to activate the Policy with immediate effect.  
MC to create a spreadsheet to record all decision-making acting under delegated powers during the period of activation.

**58/21**      **Annual Parish Council Meeting**

The **West Dean Annual Parish Council Meeting** will be held on **Monday 17 May 2021** at **7:00pm**.

*Notwithstanding the court ruling that Local Council meetings may not be held virtually after 06 May, as physical meetings will result in both a health risk (given the current pandemic) and significant additional costs in securing suitable venues which allow social distancing and other safety measures, this meeting will take place by video conference.*

*NALC's website states: Each council will have to decide which course of action will best fit their needs and manage risks.*

Being no further business, HU closed the meeting at 7:11pm.

**DRAFT MINUTES TO BE SIGNED AT THE NEXT PARISH COUNCIL MEETING**