

**MINUTES OF THE TOWN COUNCIL MEETING HELD IN THE
QUEEN ELIZABETH HALL ON THURSDAY 19 MARCH 2020**

PRESENT: R TAPLIN (Town Mayor)
Councillors: G CAMPBELL; Mrs S CONBOY; A HOOKER; P IRVING; P MORGAN; P ROUND; G WILSON;

ACTION MINUTES

		Action
20/34	<p>TO RECEIVE APOLOGIES AND REASONS FOR ABSENCE</p> <p>Cllrs S Wilson and M Radford – overseas Coronavirus Isolation: Cllrs Hyams, Thomas, Vane Percy, Young and Town Clerk: Ms V PRYCE</p> <p>Other reasons - Cllr J Hladkiwskyj and Worthington</p> <p>Absent Cllr R Mahmood</p>	
20/35	<p>DECLARATIONS OF INTEREST: <i>To receive declarations of personal and/or prejudicial interest and the nature of those interests relating to any Agenda item.</i></p> <p>Cllr Campbell – Two planning applications submitted by Campbell McCrae Cllr Morgan – award of grass cutting contract to St Mary’s Gentlemen</p>	
20/36	<p>MINUTES: <i>To approve as a correct record the minutes of the Town Council meeting held on 20th February.</i></p> <ul style="list-style-type: none"> • Minutes Approved 	
20/37	<p>TOWN MAYOR’S ANNOUNCEMENTS</p> <ul style="list-style-type: none"> • Corvid 19, staff working from home, looking at what town wardens can do whilst socially isolated • Cancelled Quiz Night 	
20/38	<p>PUBLIC PARTICIPATION SESSION: (held after Planning Report item) <i>To hear from any member of the public in respect of an item on the agenda and other matters that are of mutual interest</i></p> <p>Godmanchester Community Time Bank - Jill Marsh and Susan Simpson:</p> <ul style="list-style-type: none"> • Offering support to elderly people, for example with requests for prescription and food collections • Have had many offers for volunteers • Need coordinator – ideally paid, as single point of contact for duration of emergency – 20 hours per week at £15 per hour, and asked to Council support <p>Mayor reported:</p> <ul style="list-style-type: none"> • have some spare capacity in town office which may be able to help • council will respond to request 	
20/39	<p>OUTSTANDING ACTIONS <i>To receive a report and note progress on outstanding matters</i></p> <ul style="list-style-type: none"> • all actions progressing, none pressing, and some meetings may be delayed eg Tudor Road yellow lines and Mill Steps 	

20/40	<p>CORRESPONDENCE: <i>To consider items of correspondence received</i></p> <ul style="list-style-type: none"> all noted 	
	PLANNING PORTFOLIO MATTERS	
20/41	<p>PLANNING REPORT: <i>To receive a report and consider recommendations (Cllr Wilson)</i></p> <ul style="list-style-type: none"> recommendations agreed, Cllr G Wilson and Town Clerk to respond to HDC and CCC 	Town Clerk Cllr G Wilson
	PROPERTY PORTFOLIO MATTERS	
20/42	<p>PROPERTY REPORT <i>To receive a report and consider recommendations (Cllr Campbell)</i></p> <ul style="list-style-type: none"> Work of the Portfolio Group and updates on pigeon spikes, and street lighting at Judith's Field noted Agreed to obtain quotations for new full height cupboards in the entrance lobby when opportunity permits. Property Portfolio Group view in their paper that the main priorities going forward are the toilet block and secondly the pump track at Judith's Field was not discussed. 	Town Clerk
	ENVIRONMENT PORTFOLIO MATTERS	
20/43	<p>ENVIRONMENT REPORT: <i>To receive a report and consider recommendations (Cllr Hooker).</i></p> <ul style="list-style-type: none"> Noted the discussions of the Environment Portfolio Group, and the ongoing general works and approved payments proposed including to St Mary's Gentlemen for grass cutting in the cemetery 	Town Clerk
	BUSINESS & FINANCE PORTFOLIO MATTERS	
20/44 5 mins	<p>FINANCIAL AND ACCOUNTS: <i>20/44.1 & 20/44.2 To approve the list of payments to be made.</i></p> <ul style="list-style-type: none"> Approved payments Approved an increase to Town Clerk's authorisation to up to £5k to arrange payments in consultation with two authorised Cllrs in an emergency during current Coronavirus crisis, without consultation with full council. <p><i>20/44.3 To note receipt of petty cash reconciliation to 29th February, monthly budget report on the year to date, monthly bank reconciliation.</i></p> <ul style="list-style-type: none"> Noted 	Town Clerk Town Clerk
20/45	<p>BUSINESS REPORT: <i>To receive a report and consider recommendations (Cllr Conboy)</i></p> <ul style="list-style-type: none"> Nursery project expenditure – approved equipment purchase of up to £3.5k Coronavirus planning – agreed: <ul style="list-style-type: none"> Must Dos – pay staff contractual hours, tell public what doing, burials, continue safety checks when have staff, asked office staff to check can work safely at home (eg DSE check), noted facilities staff will do what they can taking account age and fitness Should do – pay contractors, Community nursery take over on 1/4/20 – closed to public, just one paid member of staff on site to keep site safe and secure and do 	Town Clerk Town Clerk

Signed:

Dated:

	<p>watering etc – agreed zero hours contract for person being negotiated, no volunteers</p> <ul style="list-style-type: none"> ○ Request from Time Bank for £300/week: <ul style="list-style-type: none"> ▪ town clerk and office staff may have some capacity after doing basic essential work – act as point of information to communicate and link to various church and community groups doing work Town Clerk to be point of contact and offer admin support to Time Bank ▪ Suggested get volunteer for each street – Town Clerk could advertise and coordinate using existing lists with each Cllr having responsibility for group of streets ▪ Agreed <ul style="list-style-type: none"> • Timebank useful but just one action group • Town Clerk / Mayor to bring together all groups to get common approach • Develop network at urban level with cllrs to refer to and coordinate comms and actions • Put info up on web site and Godmanchester Living • Agreed grant to Timebank of £1k • Town office to support Timebank and other groups eg with DBS checks and other admin support when essential council tasks eg burials, completed • Meeting/telecon with Mayor, Rev Busk, Daniel Beckett Baptist to be held ASAP • Cllr Conboy to pass on other contacts to Clerk ○ Assuming decisions will be allowed to made remotely if unable to have physical meetings, but at this stage physical meetings will still go ahead if essential <p>No discussion on items in Business WP paper to note:</p> <ul style="list-style-type: none"> • Mill Steps • Nursery Project • Land registration • Defibrillator purchase • Volunteers for climate change and CIL selection WG <p>No discussion on items in Business WP paper for decision:</p> <ul style="list-style-type: none"> • Response to CC Health and Wellbeing Strategy • Policy project review- update 	Town Clerk
20/46	<p>PERSONNEL COMMITTEE <i>To receive a verbal update (Cllr Worthington)</i></p> <ul style="list-style-type: none"> • None 	
	<p>800 DRAW</p> <ul style="list-style-type: none"> • Held at end of meeting 	

Meeting concluded 21:03