

Appendix B - Emergency delegation Covid 19

To enable Market Rasen Town Council to function for essential business and community support during any future period of government advised restrictions / local emergency situations in relation to COVID -19 the below scheme of delegation is put in place. This will only be enacted in the event of relevant government restrictions that prevent face to face meetings or if the Clerk in consultation with the Chairman of the Council, the Vice-Chairman of the Council and the Chairmen of standing committees judge local circumstances require it. This delegation will not exceed the period of government restrictions/ local emergency circumstances. This delegation will be superseded should it become legal to hold remote / electronic meetings.

- The limit on the Clerk's emergency expenditure is increased to £5000 per transaction temporarily – a full list of all payments to be presented to the Chairman & Vice Chairman electronically for once a month (at the time at which meetings would normally take place)
- Authority is delegated temporarily to the Clerk in conjunction with the Chairman & Vice Chairman to authorise the instruction of payments. In the event of the Chairman or Vice - Chairman being unavailable, these duties to be passed to another nominated signatory councillor.
- That the Town Council gives additional delegated authority for any single period of no longer than 4 months (notwithstanding relative Government legislation or medical/relevant body advice or best/safe practice) to the Town Clerk and/or the Community Manager in consultation with the Chairman / Vice Chairman to:
 - i) Undertake day to day duties (wherever possible and within legal constraints and with the best intentions of public safety and to promote infection control) to minimise disruption to service provision and ensure business continuity.
 - ii) Undertake any additional duties necessary (wherever possible within legal constraints and with the best intentions of public safety and to promote infection control) in order to minimise disruption to service provision and ensure business continuity.
 - iii) Undertake decisive actions (within legal constraints and with the best intentions of public safety and to promote infection control) in respect of cancelling any meetings of the Town Council, its committees or working groups.
 - That where, in any Standing Order or Financial Regulation of the Town Council where delegated authority is already given to the Town Clerk & RFO, such authority also be delegated to the Community Manager as needed for a period of no longer than 4 months (or as circumstances dictate).
 - That the Town Council gives delegated authority to the Town Clerk (in consultation with the Chairman/Vice Chairman to suspend any relevant Standing Order or Financial Regulation as necessary to ensure the smooth running and operation (wherever possible) of the Town Council for a period of no longer than 4 months (or as circumstances dictate), with the Town Clerk to compile and maintain a list of such suspensions and reasons which will be to be presented to a future meeting of Council for scrutiny.
 - That the Town Council authorises the Planning Committee to deal with all planning applications via email and gives delegated power to the Town Clerk & RFO to collate responses and submit to West Lindsey District Council (on a majority basis).

The Clerk may also, in relation to significant issues, consult the entire membership of the Council for advisory purposes. This consultation may take the form of email or other electronic communication but will not constitute a council meeting and any decision made will remain under the legal delegation to the Clerk.