

Resolution 3 April 2020 Re Virtual Meetings Necessitated by Covid-19 Induced Suspension of Conventional Meetings

Proposed 30 March 2020 by Cllr Rodney Goldsmith. Seconded by Cllr Paul Campbell.

Vote completed by email exchanges up to midday 3rd April 2020

1 For an experimental period (and so not bound by the “six-month rule”), all further meetings by SPC and its committees be virtual ones using, so far as practicable, Zoom conferencing and abiding by the existing meetings schedule.

Agreed –

Eight for {Chris Young, Trevor Cree, Rodney Goldsmith, Tim Rudkin, Kerry Taylor, Sarah Sullivan, Gary Sullivan, Paul Campbell},

Five against {Tim Lloyd, Simon Alexander, Joanna Norcross, Steve Northam, Deborah Hanson}

Two not participating {Liz Trundle, Georgia Saunders}

2. Such meetings to be scheduled and notified not less than three clear days in advance and in all respects, so far as practicable, abiding by existing Standing Orders and terms of delegation - to include agenda documents being drawn up by the Clerk in consultation with the relevant chairs and being responsible for circulating and uploading both agendas and supporting documents in the usual way.

Agreed –

Eight for {Chris Young, Trevor Cree, Rodney Goldsmith, Tim Rudkin, Kerry Taylor, Sarah Sullivan, Gary Sullivan, Paul Campbell},

Five against {Tim Lloyd, Simon Alexander, Joanna Norcross, Steve Northam, Deborah Hanson}

Two not participating {Liz Trundle, Georgia Saunders}

3. Any councillor not able to use Zoom shall not be excluded from the process and all reasonable steps must be taken via the Clerk and relevant Chair to enable them to participate by phone and/or email, and in particular to vote - though having due regard to the need not to be predetermined and therefore the need to have regard to all relevant matters before voting.

Agreed –

Eight for {Chris Young, Trevor Cree, Rodney Goldsmith, Tim Rudkin, Kerry Taylor, Sarah Sullivan, Gary Sullivan, Paul Campbell},

Five against {Tim Lloyd, Simon Alexander, Joanna Norcross, Steve Northam, Deborah Hanson}

Two not participating {Liz Trundle, Georgia Saunders}

The email exchange for the decision above continues on the next pages.

From: John Fullbrook <john.fullbrook@steypingpc.gov.uk>

Sent: Friday, April 3, 2020 9:48 AM

To: spc-full <spc-full@steypingpc.gov.uk>

Subject: New Bill in place tomorrow

Dear All

In the NALC update I sent out late yesterday afternoon you probably spotted reference to the local authorities regulation Bill hurriedly put into place by the government in beyond double quick time. It covers amongst other things the Parish Council's newly approved ability to have remote / virtual meetings. This Bill is due to come into force tomorrow and NALC have said that they will provide briefing notes for all Parish Councils next week – which we will indeed look forward to.

Please find the statutory document which provides greater detail attached.

Kind regards

John

From: Joanna Norcross <joanna.norcross@steypingpc.gov.uk>

Sent: Thursday, April 2, 2020 4:06 PM

To: John Fullbrook <john.fullbrook@steypingpc.gov.uk>; Steve Northam <steve.northam@steypingpc.gov.uk>

Cc: spc-full <spc-full@steypingpc.gov.uk>

Subject: Re: Proposed EOM

Dear John,

I am voting against all three motions.

Kind regards

Joanna

From: paul campbell <paulsnp@outlook.com>

Sent: Thursday, April 2, 2020 4:00 PM

To: John Fullbrook <john.fullbrook@steypingpc.gov.uk>

Cc: Paul Campbell - Vice-Chairman of Steyping Parish Council <Paul.Campbell@steypingpc.gov.uk>; Rodney Goldsmith <rodney.goldsmith@steypingpc.gov.uk>; Gary Sullivan

<gary.sullivan@steypingpc.gov.uk>; Sarah Sullivan <sarah.sullivan@steypingpc.gov.uk>; Trevor Cree

<Trevor.Cree@steypingpc.gov.uk>; Kerry Taylor <Kerry.Taylor@steypingpc.gov.uk>; Tim Lloyd

<tim.lloyd@steypingpc.gov.uk>; chris.s.young@hotmail.co.uk <chris.s.young@hotmail.co.uk>;

Deborah Hanson <deborah.hanson@steypingpc.gov.uk>; Liz Trundle

<liz.trundle@steypingpc.gov.uk>; Georgia Saunders <Georgia.Saunders@steypingpc.gov.uk>; Steve

Northam <steve.northam@steypingpc.gov.uk>; Simon Alexander

<simon.alexander@steypingpc.gov.uk>; Joanna Norcross <joanna.norcross@steypingpc.gov.uk>;

Tim Rudkin <Tim.Rudkin@steypingpc.gov.uk>

Subject: RE: Proposed EOM

Thank you, John. However, I believe your conclusion that email is safer than a video meeting is mistaken and is not supported by the HDC SLCC or HALC advice and so I ask you either to reconsider or to provide the actual documentation to support what you have said:-

"... until the Bill is passed to allow for virtual remote meetings then the advice remains from HDC, SLCC and HALC that we should refrain from having them. If meetings are to be undertaken before the Bill is passed then any decisions made in such a meeting could be contested. To continue to vote via email remains therefore the safest option ..."

The advice I have seen in fact says that pending the passing of the legislation we should limit our remote decision-making because of the small risk of challenge. No distinction is made in that advice between making decisions at virtual meetings and making email decisions. The advice refers to "remote decisions".

It is also clear from all the advice that the better-evidenced is the emergency decision-making procedure which we adopt, then the less likely is any successful challenge.

A properly set up video meeting which is recorded is clearly much closer to our normal meeting process and so even less likely to challenge than an email one.

I would like to respectfully suggest that the correct conclusion derived from the advice is

"... until the Bill is passed to allow for virtual remote meetings then the advice remains from HDC, SLCC and HALC that we should ~~refrain from having them~~ only take decisions remotely for truly urgent reasons. If ~~meetings decisions~~ are to be undertaken before the Bill is passed then any decisions made in ~~such a meeting any remote way~~ could be contested. ~~To continue to vote via email remains therefore the safest option ...~~"

The advice makes plain that the risk of successful challenge to emailed decisions is extremely remote

a) because of the circumstances and the pragmatic view a court would be likely to take; and
b) because email provides a pretty good audit trail of the correct factors having been considered.

- a. Applies in exactly the same way to video virtual meetings; and
- b. While emails provide a pretty good audit trail, video virtual meetings provide an excellent audit trail

I suggest that putting in place a system which so far as practicable reflects our existing procedures so that it, rather than a system of email decisions, can be used for all future remote decisions is clearly truly urgent and that the likelihood of someone going off to court to challenge this decision or any urgent decision made under the anticipated video system is as near zero as makes no difference. Particularly when the legislation to authorise this method appears imminent.

I also take this opportunity to comment on Cllr Northam's objection that the public will not be able to participate. That is clearly the case with any email decision making process, however SSALC's analysis pointed to the ability to involve the public as one of the key advantages of Zoom. My understanding is that the Premises Committee meeting, if the motion is passed, is intended to be an experimental one with no substantive decisions made and with members of the public able to view the meeting. I expect there will be some teething problems but that is the point of an experiment.

Paul

From: Steve Northam <steve.northam@steyningpc.gov.uk>
Sent: Thursday, April 2, 2020 3:44 PM
To: John Fullbrook <john.fullbrook@steyningpc.gov.uk>
Cc: spc-full <spc-full@steyningpc.gov.uk>
Subject: Re: Proposed EOM

Thanks John, much appreciated.

I am voting against this motion and would like my reasons minuted as follows:

(i) The proposed motion as written is open-ended and has not been limited to the continuance of the current Covid-19 threat.

(ii) The motion specifically requires that the existing meeting schedule will be maintained. I disagree with this as i believe the council should be seeking to better allocate resources to reflect current needs at this time.

(iii) The motion makes no provision for public participation at these zoom meetings.

Unless these concerns are resolved, I believe that a vote for this motion will be contrary to the public interest and I too would like a recorded vote please as a matter of public record.

Best regards,

Steve Northam

From: John Fullbrook <john.fullbrook@steyningpc.gov.uk>
Sent: Thursday, April 2, 2020 3:07 PM
To: Steve Northam <steve.northam@steyningpc.gov.uk>
Cc: spc-full <spc-full@steyningpc.gov.uk>
Subject: FW: Proposed EOM

Dear Steve and all

I have been attempting to find advice on protocol for decisions via emails but there is not too much available – As best as I can advise therefore and in answer to your queries below :-

1. Seeing as I knew Rodney had worked with Paul on the Motions , I assumed (incorrectly initially) that Paul had seconded the motion. Either way he now has done so
2. Debate can be undertaken preferably via email via 'reply to all' which I see has at least in part been happening in this instance.
3. If your amendment to the motion was to be seconded then it should be voted on first , then depending on that vote – possibly revert back to the original motion to be voted on – in the same way as a normal meeting. Alas your motion has not been seconded as far as I am aware.

Broadly therefore I agree with Paul's summary

Also for information –

I have already received 8 votes and we have 24hrs to register the remaining votes with me please. (If the debate continues and you want to change your vote then please do so (up to 12 midday tomorrow))

I would like to reiterate however that until the Bill is passed to allow for virtual remote meetings then the advice remains from HDC, SLCC and HALC that we should refrain from having them. If meetings are to be undertaken before the Bill is passed then any decisions made in such a meeting could be contested. To continue to vote via email remains therefore the safest option even though we did not have an opportunity to agree a resolution to obtain decisions using this format.

Kind regards

John

From: Sarah Sullivan <sarah.sullivan@steyningpc.gov.uk>

Sent: Wednesday, April 1, 2020 6:58 PM

To: Gary Sullivan <gary.sullivan@steyningpc.gov.uk>; Steve Northam

<steve.northam@steyningpc.gov.uk>; paul campbell <paulsnp@outlook.com>

Cc: Steyning Parish Council - Clerk <clerk@steyningpc.gov.uk>; Rodney Goldsmith

<rodney.goldsmith@steyningpc.gov.uk>; Paul Campbell - Vice-Chairman of Steyning Parish Council

<Paul.Campbell@steyningpc.gov.uk>; Trevor Cree <Trevor.Cree@steyningpc.gov.uk>; Chris Young

<Chris.Young@steyningpc.gov.uk>; Kerry Taylor <Kerry.Taylor@steyningpc.gov.uk>; Tim Rudkin

<Tim.Rudkin@steyningpc.gov.uk>; Tim Lloyd <tim.lloyd@steyningpc.gov.uk>; Georgia Saunders

<Georgia.Saunders@steyningpc.gov.uk>; Deborah Hanson <deborah.hanson@steyningpc.gov.uk>;

Joanna Norcross <joanna.norcross@steyningpc.gov.uk>; Liz Trundle

<liz.trundle@steyningpc.gov.uk>; Simon Alexander <simon.alexander@steyningpc.gov.uk>; Hazel

Roxby <hazel.roxby@steyningpc.gov.uk>

Subject: Re: Proposed EOM

Dear John,

Re Recorded Vote

I would like a recorded vote on Cllr Goldsmith's motion so the how each person voted is in the minutes for the public record.

Kind regards,

Cllr Sarah Sullivan

From: Gary Sullivan <gary.sullivan@steyningpc.gov.uk>

Sent: Wednesday, April 1, 2020 9:39 AM

To: Steve Northam <steve.northam@steyningpc.gov.uk>; paul campbell <paulsnp@outlook.com>

Cc: Steyning Parish Council - Clerk <clerk@steyningpc.gov.uk>; Rodney Goldsmith

<rodney.goldsmith@steyningpc.gov.uk>; Paul Campbell - Vice-Chairman of Steyning Parish Council

<Paul.Campbell@steyningpc.gov.uk>; Sarah Sullivan <sarah.sullivan@steyningpc.gov.uk>; Trevor

Cree <Trevor.Cree@steyningpc.gov.uk>; Chris Young <Chris.Young@steyningpc.gov.uk>; Kerry

Taylor <Kerry.Taylor@steyningpc.gov.uk>; Tim Rudkin <Tim.Rudkin@steyningpc.gov.uk>; Tim Lloyd

<tim.lloyd@steyningpc.gov.uk>; Georgia Saunders <Georgia.Saunders@steyningpc.gov.uk>;

Deborah Hanson <deborah.hanson@steyningpc.gov.uk>; Joanna Norcross

<joanna.norcross@steyningpc.gov.uk>; Liz Trundle <liz.trundle@steyningpc.gov.uk>; Simon

Alexander <simon.alexander@steyningpc.gov.uk>; Hazel Roxby <hazel.roxby@steyningpc.gov.uk>

Subject: Re: Proposed EOM

Dear all

The Prime Minister used zoom for a digital Cabinet meeting.

Gary

From: Steve Northam <steve.northam@steyningpc.gov.uk>
Sent: Tuesday, March 31, 2020 4:50 PM
To: paul campbell <paulsnp@outlook.com>
Cc: Steyning Parish Council - Clerk <clerk@steyningpc.gov.uk>; Rodney Goldsmith <rodney.goldsmith@steyningpc.gov.uk>; Paul Campbell - Vice-Chairman of Steyning Parish Council <Paul.Campbell@steyningpc.gov.uk>; Gary Sullivan <gary.sullivan@steyningpc.gov.uk>; Sarah Sullivan <sarah.sullivan@steyningpc.gov.uk>; Trevor Cree <Trevor.Cree@steyningpc.gov.uk>; Chris Young <Chris.Young@steyningpc.gov.uk>; Kerry Taylor <Kerry.Taylor@steyningpc.gov.uk>; Tim Rudkin <Tim.Rudkin@steyningpc.gov.uk>; Tim Lloyd <tim.lloyd@steyningpc.gov.uk>; Georgia Saunders <Georgia.Saunders@steyningpc.gov.uk>; Deborah Hanson <deborah.hanson@steyningpc.gov.uk>; Joanna Norcross <joanna.norcross@steyningpc.gov.uk>; Liz Trundle <liz.trundle@steyningpc.gov.uk>; Simon Alexander <simon.alexander@steyningpc.gov.uk>; Hazel Roxby <hazel.roxby@steyningpc.gov.uk>
Subject: Re: Proposed EOM

Thanks for taking the time to answer this.

However, I was asking for the opinion of the clerk to the council as our Proper Officer.

From: paul campbell <paulsnp@outlook.com>
Sent: Tuesday, March 31, 2020 3:52 PM
To: Steve Northam <steve.northam@steyningpc.gov.uk>; Steyning Parish Council - Clerk <clerk@steyningpc.gov.uk>
Cc: Rodney Goldsmith <rodney.goldsmith@steyningpc.gov.uk>; Paul Campbell - Vice-Chairman of Steyning Parish Council <Paul.Campbell@steyningpc.gov.uk>; Gary Sullivan <gary.sullivan@steyningpc.gov.uk>; Sarah Sullivan <sarah.sullivan@steyningpc.gov.uk>; Trevor Cree <Trevor.Cree@steyningpc.gov.uk>; Chris Young <Chris.Young@steyningpc.gov.uk>; Kerry Taylor <Kerry.Taylor@steyningpc.gov.uk>; Tim Rudkin <Tim.Rudkin@steyningpc.gov.uk>; Tim Lloyd <tim.lloyd@steyningpc.gov.uk>; Georgia Saunders <Georgia.Saunders@steyningpc.gov.uk>; Deborah Hanson <deborah.hanson@steyningpc.gov.uk>; Joanna Norcross <joanna.norcross@steyningpc.gov.uk>; Liz Trundle <liz.trundle@steyningpc.gov.uk>; Simon Alexander <simon.alexander@steyningpc.gov.uk>; Hazel Roxby <hazel.roxby@steyningpc.gov.uk>
Subject: Re: Proposed EOM

1 At our training day Ian Davison explained that seconding a motion is not necessary when it is clear by other means that the motion has support from at least one other councillor. As Cllr Rodney Goldsmith stated that he and I had worked on the motion together, seconding is not necessary. However, to avoid any doubt, I am expressly seconding the motion.

2 There has. Both Cllr Northam and Cllr Alexander have advanced alternative arguments which have been responded to in my document. If anyone advances further argument before voting closes then we should all reconsider our positions and change our votes if we think it appropriate (as Cllr Alexander has).

3 No one has seconded or otherwise indicated support for Cllr Northam's suggested amendment.

In any event, it is clear that unless and until we set up virtual meetings following so far as practicable our existing procedures then we need to deal with meetings by email using a sensible and pragmatic approach. If Cllr Northam's suggestion (or anyone else's) is supported by a majority in place of a majority supporting the original motion I am sure that we are all capable of clearly expressing that in emails between now and midday on Friday. A whole series of consecutive votes on a potential series of amendments is not pragmatic.

So long as it is clear by midday Friday what the majority want to do and everyone has had the opportunity to contribute and vote there can be no realistic issue about the procedure.

Sent from phone of Paul Campbell

From: Steve Northam <steve.northam@steypingpc.gov.uk>
Sent: Tuesday, March 31, 2020 3:29 PM
To: Steyping Parish Council - Clerk <clerk@steypingpc.gov.uk>
Cc: Rodney Goldsmith <rodney.goldsmith@steypingpc.gov.uk>; Paul Campbell - Vice-Chairman of Steyping Parish Council <Paul.Campbell@steypingpc.gov.uk>; Gary Sullivan <gary.sullivan@steypingpc.gov.uk>; Sarah Sullivan <sarah.sullivan@steypingpc.gov.uk>; Trevor Cree <Trevor.Cree@steypingpc.gov.uk>; Chris Young <Chris.Young@steypingpc.gov.uk>; Kerry Taylor <Kerry.Taylor@steypingpc.gov.uk>; Tim Rudkin <Tim.Rudkin@steypingpc.gov.uk>; Tim Lloyd <tim.lloyd@steypingpc.gov.uk>; Georgia Saunders <Georgia.Saunders@steypingpc.gov.uk>; Deborah Hanson <deborah.hanson@steypingpc.gov.uk>; Joanna Norcross <joanna.norcross@steypingpc.gov.uk>; Liz Trundle <liz.trundle@steypingpc.gov.uk>; Simon Alexander <simon.alexander@steypingpc.gov.uk>; Hazel Roxby <hazel.roxby@steypingpc.gov.uk>
Subject: Re: Proposed EOM

Hi John,

I trust you and your staff colleagues are keeping well. It's no surprise that we have already seen several councillors voting in favour of these motions. However, please can you explain how due process is to be observed in the following respects:

1. The motions do not appear to have been seconded.
2. There has been no debate.
3. I put forward an amendment, and am keen to understand how this, and possible subsequent amendments are to be dealt with.

Thanks,

Steve

From: Simon Alexander <simon.alexander@steypingpc.gov.uk>
Sent: Monday, March 30, 2020 2:52 PM
To: Steyping Parish Council - Clerk <clerk@steypingpc.gov.uk>; Rodney Goldsmith <rodney.goldsmith@steypingpc.gov.uk>
Cc: Paul Campbell - Vice-Chairman of Steyping Parish Council <Paul.Campbell@steypingpc.gov.uk>; Gary Sullivan <gary.sullivan@steypingpc.gov.uk>; Sarah Sullivan

<sarah.sullivan@steyningpc.gov.uk>; Trevor Cree <Trevor.Cree@steyningpc.gov.uk>; Chris Young <Chris.Young@steyningpc.gov.uk>; Kerry Taylor <Kerry.Taylor@steyningpc.gov.uk>; Tim Rudkin <Tim.Rudkin@steyningpc.gov.uk>; Tim Lloyd <tim.lloyd@steyningpc.gov.uk>; Georgia Saunders <Georgia.Saunders@steyningpc.gov.uk>; Deborah Hanson <deborah.hanson@steyningpc.gov.uk>; Steve Northam <steve.northam@steyningpc.gov.uk>; Joanna Norcross <joanna.norcross@steyningpc.gov.uk>; Liz Trundle <liz.trundle@steyningpc.gov.uk>; Hazel Roxby <hazel.roxby@steyningpc.gov.uk>

Subject: Re: Proposed EOM

I believe we should follow the advice by SALC, NALC and SLCC which clearly states "we would suggest for now only taking decisions remotely for truly urgent issues"

Any motion that requires 3 days notice by definition can not be urgent. Covid 19 give 0 days notice!

If councillors agree to support the 3 notice then in turn they are each going against the advice of SALC, NALC, SLCC and Central Government. This could lead to challenge of the decision at a later date.

Cllr Simon ALEXANDER
07779 470 169

From: Sarah Sullivan <sarah.sullivan@steyningpc.gov.uk>

Sent: Tuesday, March 31, 2020 12:29 PM

To: Steve Northam <steve.northam@steyningpc.gov.uk>

Cc: Gary Sullivan <gary.sullivan@steyningpc.gov.uk>; paul campbell <paulsnp@outlook.com>; Rodney Goldsmith <rodney.goldsmith@steyningpc.gov.uk>; Trevor Cree <Trevor.Cree@steyningpc.gov.uk>; Kerry Taylor <Kerry.Taylor@steyningpc.gov.uk>; Tim Rudkin <Tim.Rudkin@steyningpc.gov.uk>; Tim Lloyd <tim.lloyd@steyningpc.gov.uk>; Chris Young <Chris.Young@steyningpc.gov.uk>; Deborah Hanson <deborah.hanson@steyningpc.gov.uk>; Liz Trundle <liz.trundle@steyningpc.gov.uk>; Simon Alexander <simon.alexander@steyningpc.gov.uk>; Joanna Norcross <joanna.norcross@steyningpc.gov.uk>; Georgia Saunders <Georgia.Saunders@steyningpc.gov.uk>; Hazel Roxby <hazel.roxby@steyningpc.gov.uk>; Paul Campbell - Vice-Chairman of Steyning Parish Council <Paul.Campbell@steyningpc.gov.uk>; John Fullbrook <john.fullbrook@steyningpc.gov.uk>

Subject: Re: Motion re Virtual Meetings - PSC Vote

Cllr Northam,

I am referring to the three motions put forward by Cllr Rodney Goldsmith (Chair of SPC). Human error, I typed Cllr Campbell mistakenly having just read his excellent email of 11.04am today.

Cllr Sarah Sullivan

From: Steve Northam <steve.northam@steypingpc.gov.uk>
Sent: Tuesday, March 31, 2020 12:25 PM
To: Sarah Sullivan <sarah.sullivan@steypingpc.gov.uk>
Cc: Gary Sullivan <gary.sullivan@steypingpc.gov.uk>; paul campbell <paulsnp@outlook.com>; Rodney Goldsmith <rodney.goldsmith@steypingpc.gov.uk>; Trevor Cree <Trevor.Cree@steypingpc.gov.uk>; Kerry Taylor <Kerry.Taylor@steypingpc.gov.uk>; Tim Rudkin <Tim.Rudkin@steypingpc.gov.uk>; Tim Lloyd <tim.lloyd@steypingpc.gov.uk>; Chris Young <Chris.Young@steypingpc.gov.uk>; Deborah Hanson <deborah.hanson@steypingpc.gov.uk>; Liz Trundle <liz.trundle@steypingpc.gov.uk>; Simon Alexander <simon.alexander@steypingpc.gov.uk>; Joanna Norcross <joanna.norcross@steypingpc.gov.uk>; Georgia Saunders <Georgia.Saunders@steypingpc.gov.uk>; Hazel Roxby <hazel.roxby@steypingpc.gov.uk>; Paul Campbell - Vice-Chairman of Steyping Parish Council <Paul.Campbell@steypingpc.gov.uk>; John Fullbrook <john.fullbrook@steypingpc.gov.uk>
Subject: Re: Motion re Virtual Meetings - PSC Vote

I thought the three motions were put forward by Cllr Goldsmith? Are you referring to the same motions?

From: Sarah Sullivan <sarah.sullivan@steypingpc.gov.uk>
Sent: Tuesday, March 31, 2020 12:20 PM
To: Gary Sullivan <gary.sullivan@steypingpc.gov.uk>; paul campbell <paulsnp@outlook.com>; Rodney Goldsmith <rodney.goldsmith@steypingpc.gov.uk>; Trevor Cree <Trevor.Cree@steypingpc.gov.uk>; Kerry Taylor <Kerry.Taylor@steypingpc.gov.uk>; Tim Rudkin <Tim.Rudkin@steypingpc.gov.uk>; Tim Lloyd <tim.lloyd@steypingpc.gov.uk>; Chris Young <Chris.Young@steypingpc.gov.uk>; Deborah Hanson <deborah.hanson@steypingpc.gov.uk>; Liz Trundle <liz.trundle@steypingpc.gov.uk>; Steve Northam <steve.northam@steypingpc.gov.uk>; Simon Alexander <simon.alexander@steypingpc.gov.uk>; Joanna Norcross <joanna.norcross@steypingpc.gov.uk>; Georgia Saunders <Georgia.Saunders@steypingpc.gov.uk>
Cc: Hazel Roxby <hazel.roxby@steypingpc.gov.uk>; Paul Campbell - Vice-Chairman of Steyping Parish Council <Paul.Campbell@steypingpc.gov.uk>; John Fullbrook <john.fullbrook@steypingpc.gov.uk>
Subject: Re: Motion re Virtual Meetings - PSC Vote

Dear all,

I am in favour of all three elements of the motion put forward by Cllr Campbell and vote yes.

Regards,

Cllr Sarah Sullivan

From: Gary Sullivan <gary.sullivan@steypingpc.gov.uk>
Sent: 31 March 2020 11:59
To: paul campbell <paulsnp@outlook.com>; Rodney Goldsmith <rodney.goldsmith@steypingpc.gov.uk>; Sarah Sullivan <sarah.sullivan@steypingpc.gov.uk>; Trevor Cree <Trevor.Cree@steypingpc.gov.uk>; Kerry Taylor <Kerry.Taylor@steypingpc.gov.uk>; Tim Rudkin <Tim.Rudkin@steypingpc.gov.uk>; Tim Lloyd <tim.lloyd@steypingpc.gov.uk>; Chris Young <Chris.Young@steypingpc.gov.uk>; Deborah Hanson <deborah.hanson@steypingpc.gov.uk>; Liz Trundle <liz.trundle@steypingpc.gov.uk>; Steve Northam <steve.northam@steypingpc.gov.uk>; Simon Alexander <simon.alexander@steypingpc.gov.uk>; Joanna Norcross

<joanna.norcross@steypningpc.gov.uk>; Georgia Saunders <Georgia.Saunders@steypningpc.gov.uk>
Cc: Hazel Roxby <hazel.roxby@steypningpc.gov.uk>; Paul Campbell - Vice-Chairman of Steypning Parish Council <Paul.Campbell@steypningpc.gov.uk>; John Fullbrook <john.fullbrook@steypningpc.gov.uk>
Subject: Re: Motion re Virtual Meetings - PSC Vote

Dear all,

I vote **yes** to all three elements of the resolution.

Kind regards,

Cllr Gary Sullivan

From: Simon Alexander <simon.alexander@steypningpc.gov.uk>
Sent: Tuesday, March 31, 2020 11:57 AM
To: Trevor Cree <Trevor.Cree@steypningpc.gov.uk>; Rodney Goldsmith <rodney.goldsmith@steypningpc.gov.uk>; Steypning Parish Council - Clerk <clerk@steypningpc.gov.uk>
Cc: Paul Campbell - Vice-Chairman of Steypning Parish Council <Paul.Campbell@steypningpc.gov.uk>; Gary Sullivan <gary.sullivan@steypningpc.gov.uk>; Sarah Sullivan <sarah.sullivan@steypningpc.gov.uk>; Chris Young <Chris.Young@steypningpc.gov.uk>; Kerry Taylor <Kerry.Taylor@steypningpc.gov.uk>; Tim Rudkin <Tim.Rudkin@steypningpc.gov.uk>; Tim Lloyd <tim.lloyd@steypningpc.gov.uk>; Georgia Saunders <Georgia.Saunders@steypningpc.gov.uk>; Deborah Hanson <deborah.hanson@steypningpc.gov.uk>; Steve Northam <steve.northam@steypningpc.gov.uk>; Joanna Norcross <joanna.norcross@steypningpc.gov.uk>; Liz Trundle <liz.trundle@steypningpc.gov.uk>; Hazel Roxby <hazel.roxby@steypningpc.gov.uk>
Subject: Re: Proposed EOM

Sorry upon further consideration I OBJECT as this is in direct correlation to the advice given by HDC legal, NALC, HALC, SALC and others

Cllr Simon ALEXANDER
07779 470 169

From: paul campbell <paulsnp@outlook.com>
Sent: 31 March 2020 11:38
To: Rodney Goldsmith <rodney.goldsmith@steypningpc.gov.uk>; Gary Sullivan <gary.sullivan@steypningpc.gov.uk>; Sarah Sullivan <sarah.sullivan@steypningpc.gov.uk>; Trevor Cree <Trevor.Cree@steypningpc.gov.uk>; Kerry Taylor <Kerry.Taylor@steypningpc.gov.uk>; Tim Rudkin <Tim.Rudkin@steypningpc.gov.uk>; Tim Lloyd <tim.lloyd@steypningpc.gov.uk>; Chris Young <Chris.Young@steypningpc.gov.uk>; Deborah Hanson <deborah.hanson@steypningpc.gov.uk>; Liz Trundle <liz.trundle@steypningpc.gov.uk>; Steve Northam <steve.northam@steypningpc.gov.uk>; Simon Alexander <simon.alexander@steypningpc.gov.uk>; Joanna Norcross <joanna.norcross@steypningpc.gov.uk>; Georgia Saunders <Georgia.Saunders@steypningpc.gov.uk>
Cc: Hazel Roxby <hazel.roxby@steypningpc.gov.uk>; Paul Campbell - Vice-Chairman of Steypning Parish Council <Paul.Campbell@steypningpc.gov.uk>; John Fullbrook <john.fullbrook@steypningpc.gov.uk>
Subject: RE: Motion re Virtual Meetings - PSC Vote

This is to confirm that I vote in favour of all three elements of the resolution.
Cllr Paul Campbell

From: paul campbell <paulsnp@outlook.com>

Sent: 31 March 2020 11:04 AM

To: Rodney Goldsmith <rodney.goldsmith@steypingpc.gov.uk>; Gary Sullivan <gary.sullivan@steypingpc.gov.uk>; Sarah Sullivan <sarah.sullivan@steypingpc.gov.uk>; Trevor Cree <Trevor.Cree@steypingpc.gov.uk>; Kerry Taylor <Kerry.Taylor@steypingpc.gov.uk>; Tim Rudkin <Tim.Rudkin@steypingpc.gov.uk>; Tim Lloyd <tim.lloyd@steypingpc.gov.uk>; Chris Young <Chris.Young@steypingpc.gov.uk>; Deborah Hanson <deborah.hanson@steypingpc.gov.uk>; Liz Trundle <liz.trundle@steypingpc.gov.uk>; Steve Northam <steve.northam@steypingpc.gov.uk>; simon.alexander@steypingpc.gov.uk; Joanna Norcross <joanna.norcross@steypingpc.gov.uk>; Georgia Saunders <Georgia.Saunders@steypingpc.gov.uk>

Cc: Hazel Roxby <hazel.roxby@steypingpc.gov.uk>; Paul Campbell - Vice-Chairman of Steyping Parish Council <Paul.Campbell@steypingpc.gov.uk>; John Fullbrook <john.fullbrook@steypingpc.gov.uk>

Subject: Motion re Virtual Meetings - votes due by Friday midday

In the light of comments from John and from councillors so far - a few points of opinion which I hope everyone will find helpful in deciding whether to vote in favour of the motion.

1 John is, of course, right to point out what NALC and SLCC say. But it is a different point. They are pointing out the wisdom of keeping decision-making to urgent issues unless and until virtual working is formally authorised by HMG (which now seems imminent - statutory instrument awaited).

Keeping decision-making to urgent issues is a separate issue from what actually goes on the various agendas - which is a different point from what the motion is seeking to do; namely setting up the best and most democratic decision-making process we can in the circumstances.

2 It seems clear to me that the most democratic process we can devise is one which, so far as practicable, mirrors our existing procedures. That is what the motion seeks to do.

3 Related to point 2; I simply do not understand Cllr Steve Northam's point that we need urgently to suspend committees. I suggest it is the opposite. I can see nothing democratic or resource-saving about suspending committees, I am afraid.

4 If the motions are agreed it means we have a procedure and a time-table for any urgent business (plus there is scope for virtual EoMs using Zoom for really urgent business) plus we will have a procedure in place which will seamlessly continue to operate when HMG formally authorises all business to be undertaken remotely during the crisis.

5 There is obviously going to be a range of opinion as to what is "urgent" business pending the HMG authorisation and so should go on an agenda but I suggest

- This includes anything which is not trivial and which potentially prejudices the Council operations if left until things return to normal – which is increasingly looking like around six months – maybe longer.
- The detail of what goes onto an agenda because it is considered to fall into this category is for chairs working in tandem with the Clerk and Deputy Clerk.
- The likelihood of JR is a factor to have in mind – extremely remote for any decision which does not have a marked effect on an aggrieved party I would suggest.

- Also, the more our new procedures mirror our normal procedures the more generous we can afford to be over what is urgent. The less democratic the procedure, the more exceptional the decision would need to be.

6 To my mind “urgent” does not mean only things which are life-and-death important. Nor does “urgent” mean only things requiring an instant decision. Both of which Cllr Simon Alexander seems to believe need to be satisfied and then only in order to allow undemocratic decision-making by an unelected official rather than by elected councillors.

7 Given the scope of what the parish council does and the degree to which it has shut down I think we can reckon on four types of decision

- a. Those which really are “life and death” and require an instant decision. I am doubtful we will ever have those given the nature of our work and our position in the hierarchy of decision making. We made the right urgent decision re the play equipment for example – but if we had not bothered the same decision was made a short time afterwards by HMG anyway.
- b. Those that are really important and very urgent. These would fit into the virtual EoM regime requiring three clear days’ notice. Hopefully, those will also be vanishingly rare.
- c. Those that are urgent in the sense of it not being wise to leave them indefinitely because, for example, the backlog will paralyse the Council once we do try to return to normality. These are the ones which will fit into the ordinary committee and full council virtual meeting cycle referred to in the motion. The number of these should be much reduced, not least because much of what the Council does is currently on hold and because some things which would be on an ordinary agenda will fall into the fourth category -
- d. Hopefully, we will have nice short agendas and equally short virtual meetings as a result.
- d. The trivial, and those which are not urgent and so are things which can safely be postponed without prejudicing the Council’s current operations or its future operations. In the latter case this includes having in mind the effect of trying to deal with a large backlog as well as current work when things return to normal. In other words, the Council needs to keep on top of things and that alone gives a degree of urgency to some decisions - meaning perhaps that not as much as one might initially think can be put in category d

8. If we agree this procedure and get it working for the “urgent” stuff – we will be in a very good position to expand to the non-urgent as soon as that is authorised by HMG.

9. SALC/NALC has produced a paper (attached) which suggests that Zoom meets our purposes very well

Paul

From: Simon Alexander <simon.alexander@steypningpc.gov.uk>

Sent: 31 March 2020 10:50

To: Trevor Cree <Trevor.Cree@steypningpc.gov.uk>; Rodney Goldsmith

<rodney.goldsmith@steypningpc.gov.uk>; Steypning Parish Council - Clerk <clerk@steypningpc.gov.uk>

Cc: Paul Campbell - Vice-Chairman of Steypning Parish Council <Paul.Campbell@steypningpc.gov.uk>;

Gary Sullivan <gary.sullivan@steypningpc.gov.uk>; Sarah Sullivan

<sarah.sullivan@steypningpc.gov.uk>; Chris Young <Chris.Young@steypningpc.gov.uk>; Kerry Taylor <Kerry.Taylor@steypningpc.gov.uk>; Tim Rudkin <Tim.Rudkin@steypningpc.gov.uk>; Tim Lloyd <tim.lloyd@steypningpc.gov.uk>; Georgia Saunders <Georgia.Saunders@steypningpc.gov.uk>; Deborah Hanson <deborah.hanson@steypningpc.gov.uk>; Steve Northam <steve.northam@steypningpc.gov.uk>; Joanna Norcross <joanna.norcross@steypningpc.gov.uk>; Liz Trundle <liz.trundle@steypningpc.gov.uk>; Hazel Roxby <hazel.roxby@steypningpc.gov.uk>

Subject: Re: Proposed EOM

Given the new information released from HDC legal I am abstaining form this vote, I would advise all other councillors do the same and this vote does not happen

Cllr Simon ALEXANDER
07779 470 169

From: Rodney Goldsmith <rodney.goldsmith@steypningpc.gov.uk>

Sent: Monday, March 30, 2020 4:22 PM

To: Steypning Parish Council - Clerk <clerk@steypningpc.gov.uk>

Cc: Paul Campbell - Vice-Chairman of Steypning Parish Council <Paul.Campbell@steypningpc.gov.uk>;

Gary Sullivan <gary.sullivan@steypningpc.gov.uk>; Sarah Sullivan

<sarah.sullivan@steypningpc.gov.uk>; Chris Young <Chris.Young@steypningpc.gov.uk>; Kerry Taylor

<Kerry.Taylor@steypningpc.gov.uk>; Tim Rudkin <Tim.Rudkin@steypningpc.gov.uk>; Tim Lloyd

<tim.lloyd@steypningpc.gov.uk>; Georgia Saunders <Georgia.Saunders@steypningpc.gov.uk>;

Deborah Hanson <deborah.hanson@steypningpc.gov.uk>; Steve Northam

<steve.northam@steypningpc.gov.uk>; Joanna Norcross <joanna.norcross@steypningpc.gov.uk>; Liz

Trundle <liz.trundle@steypningpc.gov.uk>; Hazel Roxby <hazel.roxby@steypningpc.gov.uk>; Trevor

Cree <Trevor.Cree@steypningpc.gov.uk>; Simon Alexander <simon.alexander@steypningpc.gov.uk>

Subject: Re: Proposed EOM

Hi Everyone,

I quite understand my motion isn't perfect.....what is in the current climate. I appreciate that at this present time the need for committee meetings is virtually nil but I think we have to be ahead of the game and be forward thinking and get a system set up so if an urgent matter arises which we have to deal with, the process has been set up in readiness for that occasion.

That's why I've called the EOM and with the Premises committee meeting next week, this could be an ideal rehearsal and the system tried out. If there are tweaks to be done, then we have time to address them.

I hope my motion receives support from all councillors. Thank you in advance.

Rod

From: Trevor Cree <Trevor.Cree@steypningpc.gov.uk>

Sent: 30 March 2020 03:23 PM

To: Simon Alexander <simon.alexander@steypingpc.gov.uk>; Steyping Parish Council - Clerk <clerk@steypingpc.gov.uk>; Rodney Goldsmith <rodney.goldsmith@steypingpc.gov.uk>
Cc: Paul Campbell - Vice-Chairman of Steyping Parish Council <Paul.Campbell@steypingpc.gov.uk>; Gary Sullivan <gary.sullivan@steypingpc.gov.uk>; Sarah Sullivan <sarah.sullivan@steypingpc.gov.uk>; Chris Young <Chris.Young@steypingpc.gov.uk>; Kerry Taylor <Kerry.Taylor@steypingpc.gov.uk>; Tim Rudkin <Tim.Rudkin@steypingpc.gov.uk>; Tim Lloyd <tim.lloyd@steypingpc.gov.uk>; Georgia Saunders <Georgia.Saunders@steypingpc.gov.uk>; Deborah Hanson <deborah.hanson@steypingpc.gov.uk>; Steve Northam <steve.northam@steypingpc.gov.uk>; Joanna Norcross <joanna.norcross@steypingpc.gov.uk>; Liz Trundle <liz.trundle@steypingpc.gov.uk>; Hazel Roxby <hazel.roxby@steypingpc.gov.uk>
Subject: Re: Proposed EOM

Dear All,

I believe that as elected councillors we have a duty to continue council business as best we can and as has been demonstrated by Government and now by a number of SPC councillors the Zoom (zoom.us) video conferencing system is very user friendly and is ideal for this purpose.

The following short 7 minute video is excellent and I believe that it clearly shows how everyone can register and become familiar with Zoom. Some may not be able to join because of poor Wi-Fi connection. To see the features when the screen is reached it is best to go to 'Host a Meeting' because 'Join a Meeting' requires an Invite Meeting ID and Password to access the screen.

<https://www.youtube.com/watch?v=fMUxzrgZvZQ>

The fact is that in the next few weeks the coronavirus situation is likely to get worse very quickly and we as a Council should be proactive and not reactive. As Chair of Premises I believe that our committee should be discussing the potential uses of the Steyping Centre and particularly Coombe Court that may be required as a hospital ward or as some other medical facility. We can also discuss the logistics should the Centre be used as a food and product storage and distribution point so as to minimise any virus transmission to volunteers and staff. We can tick off a few minor items very quickly, all within 40 minutes.

A Premises meeting on Tuesday, 7th April 2020, would be an ideal way to put Zoom into action. It would be a relatively short Agenda but it would mean that we could concentrate on the important issues surrounding the Steyping Centre. If there are currently constraints on its status of the meeting it would at least allow members to meet and discuss issues rather than being isolated one from the other. The EOM is simply a required procedure.

I believe that this is an opportunity for the SPC,

Regards,

Trevor.

From: Simon Alexander <simon.alexander@steypningpc.gov.uk>
Sent: 30 March 2020 14:52
To: Steypning Parish Council - Clerk <clerk@steypningpc.gov.uk>; Rodney Goldsmith <rodney.goldsmith@steypningpc.gov.uk>
Cc: Paul Campbell - Vice-Chairman of Steypning Parish Council <Paul.Campbell@steypningpc.gov.uk>; Gary Sullivan <gary.sullivan@steypningpc.gov.uk>; Sarah Sullivan <sarah.sullivan@steypningpc.gov.uk>; Trevor Cree <Trevor.Cree@steypningpc.gov.uk>; Chris Young <Chris.Young@steypningpc.gov.uk>; Kerry Taylor <Kerry.Taylor@steypningpc.gov.uk>; Tim Rudkin <Tim.Rudkin@steypningpc.gov.uk>; Tim Lloyd <tim.lloyd@steypningpc.gov.uk>; Georgia Saunders <Georgia.Saunders@steypningpc.gov.uk>; Deborah Hanson <deborah.hanson@steypningpc.gov.uk>; Steve Northam <steve.northam@steypningpc.gov.uk>; Joanna Norcross <joanna.norcross@steypningpc.gov.uk>; Liz Trundle <liz.trundle@steypningpc.gov.uk>; Hazel Roxby <hazel.roxby@steypningpc.gov.uk>
Subject: Re: Proposed EOM

I believe we should follow the advice by SALC, NALC and SLCC which clearly states "we would suggest for now only taking decisions remotely for truly urgent issues"

Any motion that requires 3 days notice by definition can not be urgent. Covid 19 give 0 days notice!

If councillors agree to support the 3 notice then in turn they are each going against the advice of SALC, NALC, SLCC and Central Government. This could lead to challenge of the decision at a later date.

Cllr Simon ALEXANDER
07779 470 169

From: Steve Northam <steve.northam@steypningpc.gov.uk>
Sent: Monday, March 30, 2020 2:14 PM
To: Steypning Parish Council - Clerk <clerk@steypningpc.gov.uk>
Cc: Rodney Goldsmith <rodney.goldsmith@steypningpc.gov.uk>; Paul Campbell - Vice-Chairman of Steypning Parish Council <Paul.Campbell@steypningpc.gov.uk>; Gary Sullivan <gary.sullivan@steypningpc.gov.uk>; Sarah Sullivan <sarah.sullivan@steypningpc.gov.uk>; Trevor Cree <Trevor.Cree@steypningpc.gov.uk>; Chris Young <Chris.Young@steypningpc.gov.uk>; Kerry Taylor <Kerry.Taylor@steypningpc.gov.uk>; Tim Rudkin <Tim.Rudkin@steypningpc.gov.uk>; Tim Lloyd <tim.lloyd@steypningpc.gov.uk>; Georgia Saunders <Georgia.Saunders@steypningpc.gov.uk>; Deborah Hanson <deborah.hanson@steypningpc.gov.uk>; Joanna Norcross <joanna.norcross@steypningpc.gov.uk>; Liz Trundle <liz.trundle@steypningpc.gov.uk>; Simon Alexander <simon.alexander@steypningpc.gov.uk>; Hazel Roxby <hazel.roxby@steypningpc.gov.uk>
Subject: Re: Proposed EOM

Thanks John,

Before we get into the motions below, I suggest that the council needs to agree which committees might be suspended at this time and for as long as the Covid-19 outbreak remains a priority. To try to keep to the existing meetings schedule does not seem a sensible priority when resources are

probably best allocated elsewhere and in any event progress on normal committees business will be severely hampered by the current restrictions.

Once any suspension of committees has been agreed, we could proceed to Paul's motion 1 below, but I would like to amend this as follows:

1. For an experimental period (and so not bound by the "six month rule"), and only for as long as deemed by full council to be an appropriate measure during the Covid-19 threat, all further meetings by SPC and its committees be virtual ones using, so far as practicable, Zoom conferencing.

Steve

From: Steyning Parish Council - Clerk <clerk@steypningpc.gov.uk>

Sent: Monday, March 30, 2020 1:35 PM

To: Rodney Goldsmith <rodney.goldsmith@steypningpc.gov.uk>; Steyning Parish Council - Clerk <clerk@steypningpc.gov.uk>

Cc: Paul Campbell - Vice-Chairman of Steyning Parish Council <Paul.Campbell@steypningpc.gov.uk>; Gary Sullivan <gary.sullivan@steypningpc.gov.uk>; Sarah Sullivan

<sarah.sullivan@steypningpc.gov.uk>; Trevor Cree <Trevor.Cree@steypningpc.gov.uk>; Chris Young

<Chris.Young@steypningpc.gov.uk>; Kerry Taylor <Kerry.Taylor@steypningpc.gov.uk>; Tim Rudkin

<Tim.Rudkin@steypningpc.gov.uk>; Tim Lloyd <tim.lloyd@steypningpc.gov.uk>; Georgia Saunders

<Georgia.Saunders@steypningpc.gov.uk>; Deborah Hanson <deborah.hanson@steypningpc.gov.uk>;

Steve Northam <steve.northam@steypningpc.gov.uk>; Joanna Norcross

<joanna.norcross@steypningpc.gov.uk>; Liz Trundle <liz.trundle@steypningpc.gov.uk>; Simon

Alexander <simon.alexander@steypningpc.gov.uk>; Hazel Roxby <hazel.roxby@steypningpc.gov.uk>

Subject: RE: Proposed EOM

Dear All

This was somewhat unexpected however with regards to Rodney's recent email and wishes below I am sending a version of our Agenda summons for the purposes of an email vote with the Motions he has requested. I also draw your attention however to the current advice from SALC, NALC and SLCC immediately below this for consideration when you are exchanging your views. Thanks, John

TO ALL MEMBERS OF STEYNING PARISH COUNCIL
YOU ARE HEREBY SUMMONED TO PARTICIPATE IN AN EMAIL VOTE ON THE FOLLOWING
MOTIONS
– THE RESPONSES TO BE SENT TO THE CLERK BY FRIDAY 3rd APRIL

Motion

1. *For an experimental period (and so not bound by the "six month rule"), all further meetings by SPC and its committees be virtual ones using, so far as practicable, Zoom conferencing and abiding by the existing meetings schedule.*

2. *Such meetings to be scheduled and notified not less than three clear days in advance and in all respects, so far as practicable, abiding by existing Standing Orders and terms of delegation - to include agenda documents being drawn up by the Clerk in consultation with the relevant chairs and being responsible for circulating and uploading both agendas and supporting documents in the usual way.*
3. *Any councillor not able to use Zoom shall not be excluded from the process and all reasonable steps must be taken via the Clerk and relevant Chair to enable them to participate by phone and/or email, and in particular to vote - though having due regard to the need not to be predetermined and therefore the need to have regard to all relevant matters before voting.*

As Rodney suggests :-

It would be good for everyone to exchange views by email in the meantime (preferably copying everyone in) but all votes, yes, no or abstention **to be received by midday on Friday 3rd April.**

HOLDING LOCAL COUNCIL MEETINGS

On 24 March, NALC and the Society of Local Council Clerks (SLCC) issued a joint letter to local councils commending them for their work supporting their communities and reiterating the new rules on staying at home, self-isolating and shielding — [read the letter](#) . The letter states:

"Following the prime minister's announcement, we wanted to reiterate the importance of following the new rules on **staying at home and away from others**. This guidance impacts on all of us and there are the **additional need to self-isolate or shield from contact** depending on your situation. It essential that we all follow these rules to slow the pandemic and to support our NHS. Both NALC and the Society of Local Council Clerks (SLCC) are asking local councils to stop holding any physical meetings or gatherings during this time. This includes full council, committee meetings, annual parish or council meetings. These are extraordinary times, and they call for extraordinary measures. The health and safety of your staff, councillors and local communities should be your first concern.

The government is working on a Coronavirus Bill and associated legislation that will allow your council meetings to be held remotely and to make decisions without the need for physically meeting. This will be introduced soon, and so we encourage you to be patient. We are making representations to ministers, parliamentarians, civil servants and the Local Government Association to ensure our sector's concerns are considered and addressed and will be providing updates to our respective members as soon as further information is forthcoming."

We are expecting government guidance on holding meetings remotely, and NALC will also produce further guidance as needed. In the meantime, if local councils do not hold meetings and take decisions by email or other remote methods NALC feels it's likely that afterwards if there were a challenge that the courts will accept that exceptional times called for exceptional measures. In the absence of government guidance, **we would suggest for now only taking decisions remotely for truly urgent**

issues. In this case, local councils should evidence their decision making as best they can, for example by asking councillors to confirm their votes by email to the clerk for the clerk to keep as a record of the decision.

From: Rodney Goldsmith <rodney.goldsmith@steypningpc.gov.uk>

Sent: 30 March 2020 12:56

To: Steypning Parish Council - Clerk <clerk@steypningpc.gov.uk>

Cc: Paul Campbell - Vice-Chairman of Steypning Parish Council <Paul.Campbell@steypningpc.gov.uk>;

Gary Sullivan <gary.sullivan@steypningpc.gov.uk>; Sarah Sullivan

<sarah.sullivan@steypningpc.gov.uk>; Trevor Cree <Trevor.Cree@steypningpc.gov.uk>; Chris Young

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Steve Northam <steve.northam@steypningpc.gov.uk>; Joanna Norcross

<joanna.norcross@steypningpc.gov.uk>; Liz Trundle <liz.trundle@steypningpc.gov.uk>; Simon

Alexander <simon.alexander@steypningpc.gov.uk>; Hazel Roxby <hazel.roxby@steypningpc.gov.uk>

Subject: Proposed EOM

Good afternoon all, I hope everyone is keeping well.

Keeping as near to normal processes as we can, I am giving three clear days' notice that I would please like an email vote on the following motion that I've been working on with Paul.

It would be good for everyone to exchange views by email in the meantime (preferably copying everyone in) but all votes, yes, no or abstention **to be received by midday on Friday 3rd April.**

Thanks for your co-operation.

John, to keep in accordance with our system, could you please send out the usual summons notice giving three days clear notice. Thanks.

Motion

1. *For an experimental period (and so not bound by the "six month rule"), all further meetings by SPC and its committees be virtual ones using, so far as practicable, Zoom conferencing and abiding by the existing meetings schedule.*
2. *Such meetings to be scheduled and notified not less than three clear days in advance and in all respects, so far as practicable, abiding by existing Standing Orders and terms of delegation - to include agenda documents being drawn up by the Clerk in consultation with the relevant chairs and being responsible for circulating and uploading both agendas and supporting documents in the usual way.*
3. *Any councillor not able to use Zoom shall not be excluded from the process and all reasonable steps must be taken via the Clerk and relevant Chair to enable them to participate by phone and/or email, and in particular to vote - though having due regard to the need not to be predetermined and therefore the need to have regard to all relevant matters before voting.*

Rod.

