

COTFORD ST LUKE PARISH COUNCIL

The Community Centre, Bethell Mead, Cotford St Luke, Taunton TA4 1HZ www.cotford-st-luke.org.uk

Chairman Adrian Coucher

Clerk & Responsible Financial Officer Louisa Gillett clerk@cotford-st-luke.org.uk tel: 07531898272

EXTRAORDINARY MEETING OF COTFORD ST LUKE PARISH COUNCIL

Minutes

The meeting was held remotely, and Councillors were asked to send their votes on each of the proposals by email, to the Clerk, before 21:30 on Thursday 26th March. Four councillors returned the form *Resolutions by Email*, therefore the meeting was quorate.

1. **Apologies:** None received
2. **Declarations of Interest:** None declared
3. **Resolution to exclude the public from meetings (Standing Order 3/d)**

RESOLVED: To close meetings to the public due to the Coronavirus pandemic. This will be reviewed at the Parish Council meeting on 14th May.

4. Election of Vice-Chair to the Parish Council

Cllr Beaufoy stood as Vice-Chair.

Proposed: Cllr Coucher

Seconded: Cllr Davies & Cllr Lisa Davies

RESOLVED: Cllr Beaufoy was elected as Vice-Chair to the Parish Council.

5. Resolution to adopt the Business Continuity Memo (Paper 1)

RESOLVED: Cotford St Luke Parish Council adopts the Business Continuity Motion issued by SALC. This will be reviewed at the Parish Council meeting on 14th May.

6. Resolution to adopt remote working arrangements

RESOLVED: Councillors will decide by email how to manage all council work and individual projects. This will be reviewed at the Parish Council meeting on 14th May.