

PADSTOW TOWN COUNCIL

Minutes of the Full Council meeting held on Tuesday 25 February 2020 at 7.30 pm in the Council Offices, Station House, Station Road, Padstow

Present: C Watson-Smyth (Chairman), A P Flide (late), R Buscombe, M Evans, K Freeman, R Higman, J O'Keefe, M Rickard, H M Saunders, Mrs A E Symons and Mrs T Walter

In Attendance: Mrs K Pemberton (Town Clerk), Mrs S Daly (Support Officer and Minute Taker) and 3 members of the public.

2019/148 To receive apologies for absence and announcements:

- i) There were no apologies for absence.
- ii) The Chairman offered congratulations to Cllr R Buscombe on his recent nuptials.

2019/149 Declarations of Interest: Councillor K Freeman declared an interest in agenda item 19 Lease and Tenant Issues and Updates in part.

2019/150 Dispensations: There were no dispensations.

2019/151 Public Participation:

- i) Public Participation: 2 members of the public attended the meeting on behalf of Nadelik Lowen and addressed the Council in respect of agenda item 13 Bandstand Requests. Comments included:
 - Nadelik Lowen are a community group, the group was disappointed that the matter of the bandstand request couldn't be decided at the previous meeting;
 - They outlined Nadelik Lowen's request, this being to erect a Christmas Tree on the bandstand for the period 26 November to 4 January 2021;
 - The tree would be a memorial "tree of lights" and part of the Nadelik Lowen event would be the Christmas light switch on;
 - Nadelik Lowen would have safety stewards and first aiders in attendance during the event;
 - Nadelik Lowen wished to use 1/3 of the bandstand, being the right-hand corner for the whole of the period as outlined.
- ii) Cornwall Councillor's Report: There was no report.
- iii) Police Report: The Police report for the period 26/01/2020 – 23/02/20 was noted. The report detailed 6 recorded crimes, 2 less than the same period in the previous year. A total of 16 incidents were recorded, a 14.3% increase when compared with the same period the previous year.

2019/152 Minutes Tuesday 28 January 2020 RESOLVED that the minutes of the meeting held on Tuesday 28 January 2020 were a true record of the meeting and they were signed by the Chair.

2019/153 Clerks Report/Work Programme: was noted for information. The Town Clerk provided the following further updates:

Dock Wall: The hole had now been fixed by Padstow Harbour Commissioners. Going forward 4 monthly checks would be scheduled with TMS for regular monitoring.

Stone Wall Slips: A date for repair had now been agreed, being the first week of March weather dependant. It was noted that works were expected to take 2 – 3 days.

In response to a member query the Town Clerk noted that more information about possible opening dates for the toilets would be known on Friday. The Town Clerk had reiterated to the Project Manager that this needed to be before the Easter Holidays. The Project Manager was applying pressure to the contractor in this regard.

2019/154 Committees/Working Group Meetings:

- a) **RESOLVED** to adopt the minutes and approve recommendations (if any) for the meetings of:
- i) Leisure, Tourism and Open Spaces Committee held on 11 February 2020;
 - ii) Highways, Roads and Transport Committee held on 11 February 2020; and
 - iii) Finance and General Purposes Committee held on 18 February 2020.
- b) **RESOLVED** to receive the minutes of the Planning Committee meeting held on 11 February 2020.

2019/155 Finance: Monthly Accounts and Payments January 2020

- a) The monthly finance report was received and noted for information.
- b) It was **RESOLVED** to i) ratify accounts paid February (a) of £3,979.85 and direct debits paid of £3,437.44; ii) to ratify accounts paid February (b) of £69,450.25; iii) to ratify accounts paid February (c) of £28,175.29 and direct debits paid of £1,675.06; and iv) to approve the addendum to accounts outstanding for payment of £673.76 and direct debits and cheques paid since the last statement of £32.58 having been tabled and read.
- c) Car park takings were noted.
- d) Bank Reconciliation availability was noted.

2019/156 Correspondence:

- a) Correspondence for information was noted.
- b) (i) Churches – Land Use Request: Members gave consideration to the request to use the bandstand. It was **RESOLVED** to approve the request from the Church communities to use the bandstand on Friday 10 April 2020 as outlined in the Land Use Request and to fix a wooden cross to the bandstand railings, to be removed the weekend after Easter. Further that approval be subject to receiving satisfactory risk assessments and public liability insurance.

2019/157 RESOLVED to make the following response to the planning application: PA20/00935 Little Treravel Padstow PL28 8LB - Non Material amendment to application No. PA18/02342 dated 18 May 2018 for a proposed replacement dwelling-house, garage accommodation, construction of an annexe and new access namely a gable ended roof in place of a hipped roof and garage to be moved 1 metre away from southern boundary to allow for planting. **SUPPORTED**

Councillor R Buscombe requested his abstention be recorded.

2019/158 VE Day 75th Anniversary: The Chairman noted that the meeting with local organisations held at the Council Offices was well attended. It was felt a good idea for the Council to act as a co-ordinator for events over the weekend and to help with promotion. The Chairman commented that there had been a lot of enthusiasm to arrange events.

Referring to the agenda report the Town Clerk noted that the Church were happy to ring the bells on Friday and to mention VE Day in the Sunday service on the 10th which would include the Royal British Legion. Publicans were keen to participate in the Nation's Toast to Heroes. Further thoughts for the Friday included the Sea Cadet Bugler being invited to play The Last Post, the Merry Makers being invited to play in the local pubs and a potential themed event in the evening with the Film Club. Thoughts for Saturday were that this be more of a community day and mention was made that this may include some activities at the Social Club, if possible and other thoughts included a picnic and that the May Day flags stay up until after the VE Day weekend.

The Town Clerk noted that during the meeting, mention had been made about the possibility of closing part or all of the Lawns Car Park to accommodate a community event. The Chairman noted that the event would need to be very large to necessitate the closing of the whole car park. Generally, members did not have any major reservations if the car park was to be closed part/or all for this purpose.

It was noted that a Community Events budget for 2020/21 could be used to fund promotion costs in relation to VE Day celebrations and other associated costs, for instance if the Oss Parties were to incur additional costs for keeping the May Day flags up for longer.

RESOLVED to support and co-ordinate promotion of VE Day 75th Anniversary events in Padstow and fund any associated promotional costs via the Community Events Budget 2020/21.

2019/159 Tommy Stile Field: Members noted the agenda report and that the Tommy's aluminium was too thin to support a flexible base and withstand the elements in the current location. It was noted that

Council had previously suggested that the Tommy be moved against the wall in Stile Field if he could not be made strong enough to last amongst the flowers. The Chairman noted that being a silhouette against a wall would not be as impactful and suggested a more suitable location be sought. One member suggested the Churchyard would be a good location particularly in light of the British Legion project to redevelop the garden of remembrance.

RESOLVED that the Tommy be repaired "as is" and a suitable new location be delegated to the Town Clerk in consultation with the Chairman and that locations in Stile Field and the Churchyard be included in the search.

2019/160 Bandstand Requests: The Chairman read aloud the two email requests for use of the bandstand during the Christmas period as set out in the agenda report. Generally, members were pleased that the requests made by both Nadelik Lowen and the Christmas Festival enabled the space to be shared by both parties this year.

RESOLVED to approve the requests for use of the bandstand in December being i) Nadelik Lowen to place a Community Tree of Lights in the right hand third of the bandstand for the period 26 November 2020 – 4 January 2021 and; ii) Padstow Christmas Festival to use the left hand two thirds of the bandstand for the purpose of music during the period 3 – 6 December 2020 and to include set up and set down either side of those dates, further that permission for both parties be subject to receiving suitable risk assessments and public liability insurances.

2019/161 Reports from Members/Outside Organisations: There were no reports from members/outside organisations.

2019/162 Meeting Dates: Date of next meeting: Tuesday 31 March 2020 at 7.30 pm and future meeting dates for 2019-20 were noted.

A schedule of meeting dates for the year 2020 – 2021 was tabled and read. Members were in agreement that the Annual Parish Meeting format be the same as in previous years.

RESOLVED to i) approve the tabled schedule of meeting dates for the year 2020 – 21 subject to change following committee appointments; and ii) that the usual speakers we asked to speak at the Annual Parish Meeting scheduled for Tuesday 5 May 2020 at 7.30pm.

2019/163 It was RESOLVED to exclude the press and public due to the confidential nature of the business about to be transacted.

2019/164 Confidential Minutes Tuesday 28 January 2020: RESOLVED that the confidential minutes of the Full Council meeting held on Tuesday 28 January 2020, were a true record of the meeting and they were signed by the chair.

2019/165 Sealife Safaris: Lease Issue Request: It was noted that this would be deferred to Council's next meeting at the request of the tenant.

2019/166 Lease and Tenant Issues and Updates: See confidential minutes. Councillor K Freeman left the meeting for the latter part of this item and did not return.

Meeting closed at 8.05 pm

PADSTOW TOWN COUNCIL**Minutes of the Planning Committee meeting held on Tuesday
10 March 2020 commencing at 7.00 pm in the Council Chamber, Station
House, Station Road, Padstow****Present:** Councillors K Freeman (Chairman), R Higman and Mrs A E Symons**In attendance:** Mrs K Pemberton (Town Clerk), Mrs S Daly (Support Officer and Minute Taker), Councillor M Saunders and 2 members of the public.**P2019/74 Apologies:** Apologies were received from Councillors M Evans, J O'Keefe and Mrs T Walter**P2019/75 Announcements:** There were no announcements.**P2019/76 Declarations of Interest:** There were no declarations of interest.**P2019/77 Public Participation:** 2 members of the public spoke in support of agenda item PA20/01453 Waters Edge Shop North Quay Padstow PL28 8AF comments included:

- Application for change of use to convert existing retail shop at Waters Edge to 2 offices;
- The shop unit has been used for a variety of retail purposes but is currently empty;
- Application is for conversion to office, no extension with the exception of an external air conditioning unit to be located by the bin store;
- Air conditioning unit will be discreet with no external plumbing or wiring;
- No request for parking has been made within the application;
- The business case for the application is for a need to extend the office facilities for the business group;
- The unit is affected by a covenant and cannot be used for the preparation of food and drink;
- Residents of Waters Edge have been consulted and are supportive of application, unit's location provides light footfall which has seen retail businesses struggle and has left the unit vacant for 2 years;
- Site will be used for 8 full time employees and site plans include a meeting and training room;
- Access would be needed for maintenance however nature of business would require less routine maintenance than retail;
- Staff would be required to use local car parking with priority parking restricted to Waters Edge residents;

- Separate consultation has taken place with the resident closest to the air conditioning unit and they are supportive;
- The office space would be a focal point for the business and as such would be reflective of the quality of the rest of the business, having outgrown its existing space;
- Aware that potential concern would be air conditioning unit, have worked to ensure installation is sensitive with minimal noise disturbance, residents were supportive when consulted.

P2019/78

RESOLVED that the **minutes** of the meeting held on **Tuesday 11 February 2020** were a true record of the meeting and they were signed by the chair.

P2019/79

Planning

i. The following Cornwall Council planning decisions were noted:

a) **PA19/09239 Tregudda West View Trevone Padstow PL28 8RD – proposed balcony** **APPROVED**

b) **PA20/00935 Little Tretravel Padstow PL28 8LB – Non material amendment to application no. PA18/02342 dated 18.05.18 for a proposed replacement dwelling-house, garage accommodation, construction of an annexe and new access namely a gable ended roof in place of hipped roof and garage to be moved 1 metre away from southern boundary to allow for planting.** **APPROVED**

ii. RESOLVED to make the following responses to planning applications:

a) **PA20/00635 Fairhaven Dobbin Close Trevone Padstow – Proposed extensions. Revised design following refusal of PA19/07778**
NOT SUPPORTED; i) Not in keeping; ii) Out of character with other properties; iii) Concern raise in roof height; iv) Loss of light and overbearing neighbouring property.

Committee commented that after reviewing revised plans, there appears to be very little change to the application. Committee support Cornwall Council's reason for refusal last time.

b) **PA20/01453 Waters Edge Shop North Quay Padstow PL28 8AF – Change of use from a shop to an office (Class B1 (a)) including the installation of an air conditioning unit on the west elevation of Waters Edge.** **SUPPORTED**

c) PA20/01087 29 Grenville Road Padstow PL28 8EX –
Proposed new house.
SUPPORTED

d) PA20/01192 Tesco Stores Ltd Sarahs Lane Padstow
PL28 8EL – Advert consent for 1 x 42" LCD media screen
and 2 x 1250mm x 700mm flag pole signs, overall
2450mm in height.
SUPPORTED – Committee noted this is a
retrospective application.

e) PA20/01374 Dolphin Cottage 15 Lanadwell Street
Padstow PL28 8AN – Listed Building Consent for the
repair and re-roofing of pitched roof, parapet, chimneys
and trusses.
SUPPORTED; provided Conservation Officer is
satisfied.

P2019/80

Planning Committee Training: Members gave
consideration to the agenda report in this regard. It was
suggested that the session be held immediately prior to the
next Planning Committee meeting.

RESOLVED to proceed with Planning Committee Training as
set out on page 5 of the agenda papers and that this be held
at 6pm on Tuesday 14 April 2020.

P2019/81

Date of Next Meeting: Tuesday 14 April 2020 at 7.00 pm.

Meeting closed at 7.20 pm

PADSTOW TOWN COUNCIL: 24 MARCH 2020

AGENDA ITEM 7: BUSINESS CONTINUITY

- 1.1 The Town Council has received advice from CALC on the impact of the virus in respect of various matters including council meetings, audit process and planning systems. CALC has now come back to offer guidance as to how you may achieve a level of activity and business continuity during this time.
- 1.2 CALC outline that most important advice is that the Council should adopt a broad delegation which will allow it to continue to operate outside of the meetings until such time as the advice changes.
- 1.3 Therefore, CALC advises that legislation allows Council to delegate to an officer but not individual members. CALC recommends the following wording which reflects the law be adopted during this time:-

RECOMMEND TO COUNCIL : That the Council delegate authority to the Clerk in consultation with the Chairman and Vice Chairman/Mayor and Deputy Mayor to take any actions necessary with associated expenditure to protect the interests of the community and ensure council business continuity during the period of the pandemic Coronavirus, informed by consultation with the members of the Council.

2.1 Planning matters, CALC has offered advice in this regard as to a way forward during this time, they are waiting further information from Cornwall Council as the planning authority however, in the meantime CALC consider the mechanism (Appendix 1) appears to replicate the local council process as far as possible and is achievable within the 21 day statutory consultation timetable. The Town Clerk considers this should be adopted, but of course if advice were to change then such a change could be dealt with under the delegation at item 1 at the beginning of this report.

RECOMMEND TO COUNCIL: During the period of the pandemic Coronavirus the Planning mechanism, as detailed in Appendix 1, be approved until such time as the advise may change but with the addition of "or delegated officer in her absence" after the word Clerk in paras i) [except "public comments to the Clerk in writing"]

- 3.1 **TO NOTE THAT:** The Government has recently announced the extension of the audit period until 30 September 2020 [instead of before 30 June], giving more time for the completion of the audit process and approval at a public meeting. Further information on the public inspection timetable is awaited.
- 4.1 The RFO has looked through the Council's Financial Regulations and considers that all should be covered during this period. However, one item has been identified and one worth noting as follows to ensure business continuity during this time.
- 5.2 Payments of suppliers etc are detailed in section 5 of PTC Financial Regulations: Following the Covid 19 pandemic and government advice advising over 70's and vulnerable people to stay at home, the RFO considered that during the period of the pandemic Coronavirus the following:-

RECOMMEND TO COUNCIL: During the period of the pandemic Coronavirus Council agrees to the approval of the Accounts Outstanding by 2 Councillors who are bank signatories via email [instead of in person signatures], following email of the Accounts Outstanding to those Councillors, with the email approval being attached to the Accounts Outstanding.

- 5.3 Section 9 of the Financial Regulations details income. As per Section 9.1 'The collection of all sums due to the Council shall be the responsibility of and under the supervision of the RFO.' The RFO, following consultation with the Town Clerk and Chairman of Finance, and in light of the unprecedented Covid 19 pandemic and potential financial and cash flow problems this may have on Council tenants has looked in this matter. **TO NOTE THAT** the RFO has written to all tenants, detailing that payment may be made over the next few months, rather than in advance as normally happens. This has been responded to favourably by the tenants who have responded.
- 6.1 CALC has confirmed that Councils could provide support to local organisations such as food banks during the coming months. The Town Clerk, Chairman, Vice-Chairman and Chairman of Finance consider that the budget "Community Events" be redirected and the Town Clerk (who has delegated spend up to £2,000) following this consultation has approached SPAR to pull together Coronavirus Packs for most vulnerable (paracetamol, soap, toilet paper, disinfectant spray or wipes). Awaiting further information from them next week on availability. Also printing being undertaken for local volunteering groups. When speaking with the volunteers welcomed the packs and also feel not yet, but at some point if needed, that Wadebridge foodbank would welcome some support but this could be directed either by vouchers etc for our Parish. Something to think about in the near future.
- 7.1 Appendix 2 to this report is a document prepared in consultation with the Chairman in respect of an overview of where we are and business continuity in light of this situation for Council to consider and note.
- 8.1 Can all Councillors please ensure the office have all their updated information, in particular emails. Please following this meeting just confirm your email contact to enquiries@padstow-tc.gov.uk so we can then ensure that you are consulted and we keep in touch, best we can during this time.

AGENDA ITEM 8: FUTURE MEETING DATES AND ANNUAL TOWN MEETING

- 1.1 The Town Clerk has consulted with the Chairman on meeting dates and both consider it prudent to cancel all meetings until the end of May 2020 and then to review the situation.
- 1.2 The Annual Meeting of the Council must take place during May, when the first item of business must be to elect the Chairman of the Council for the year. Government has recently announced that it is considering bringing forward legislation which would remove the requirement for an annual council meeting with members present in person and also to allow virtual committee meetings to take place (for a temporary period). CALC will update further on this as soon as they have further detail.

- 1.3 The Annual Meeting of Electors must be held between 1 March and 1 June 2020. Therefore, there is still time for the advice to change and it is possible that Government will extend the time period for this meeting to later in the year.

RECOMMEND TO COUNCIL: That i) all Council meetings, including the Annual Meeting of the Electors meeting (5 May), be cancelled until Tuesday 26 May 2020 with that meeting being the Annual Meeting of Council at 7.00 pm; followed by the Full (usual) Council Meeting at 7.30 pm, or on the rising of; and ii) further advice be awaited in respect of the possibility of the Annual Meeting of the Electors meeting being held later in the year.

- i) The clerk will advertise on the council's website links to all planning applications received from the planning authority on the council's website, offering the public the opportunity to let you know of any views. The notice should give a deadline for public comments to the Clerk in writing (suggested 5 working days)

At the same time the clerk will circulate the list with links to all members of the council.

Note : you may find it helpful to do this on a weekly basis working in full weeks for managing the planning process.

- ii) At the end of the public opportunity to comment, the clerk will forward a summary of the public comments received to all members (or members of the relevant committee) for member comments for a period of a further 5 working days. Under GDPR, the clerk should not circulate individual responses without the writer's express permission. T
- iii) Under the Emergency Scheme of Delegation, the Clerk and appropriate members will agree a council response which identifies relevant material considerations and may give local information or opinion. The draft response is then shared with members for 2 days for any comments, before being sent to Cornwall Council with the following statement :

"Due to the restrictions placed on the council as a result of the pandemic Coronavirus, this response represents the opinion of members of [insert name of council] identified through a consultation process and will be ratified at the next appropriate meeting of the council. "

- iv) The Council's response can then be posted on the council's website.
- v) If the matter is referred back to the council under the 5 day protocol, the Emergency Scheme of Delegation will allow the clerk to take any appropriate action to respond on behalf of the council. As the council's opinion has not been gained through the normal public process, it may be prudent to simply reply that

'due to the restrictions placed on the council as a result of the pandemic Coronavirus, it has been unable to consult further and therefore has nothing further to add'.

PADSTOW TOWN COUNCIL CORONAVIRUS

1. Overview

- 1.1 The coronavirus is a global health emergency - a "pandemic". All countries are stepping up their plans.
- 1.2 Our Government is working to a response plan, which is laid out in four stages:- containment, delay, research and mitigate. This can be viewed at <https://www.gov.uk/government/news/coronavirus-action-plan-launched>

2. Being Kept Informed

- 2.1 Town Council Officers are viewing regular sources of information such as:-
- a) <https://www.gov.uk/guidance/coronavirus-covid-19-information-for-the-public>
This site is being updated regularly with the latest and most up-to-date information.
 - b) Also the NHS website, being another source of information and advice:- <https://www.nhs.uk/conditions/coronavirus-covid-19/>
 - c) Cornwall Council and the National Joint Council for Local Government Services have also been sending updates/information to Parish and Town Councils via email.

3. Current Padstow Town Council Measures (as at 20 March 2020):

- 3.1 The following measures have been taken forward:
- a) Hygiene and Cleanliness
 - b) "Hot Spots" Areas Identified
 - c) Staff Aware of Need to Self-Isolate and Report
 - d) Key Functions/Tasks During This Time
 - e) Business Continuity
- 3.2 a) **Hygiene and Cleanliness:**
- Official notices printed [official Coronavirus notice and notice on importance of washing hands]. These displayed in office conveniences, prominent places in the Council offices open to the public and Council public conveniences [NB: only Railway Toilets open at present March 2020].
 - Alcohol hand sanitisers available for use by staff and public and in prominent places in Council Office i.e. reception area, Council Chamber, upstairs work areas and outside team store area, used Council vehicles.
 - Gloves to be used by all staff who clean Council property and empty bins. Memo also sent to staff outlining importance of this.
 - Other cleaning sprays ordered and in stock to clean down affected areas.
 - CORMAC contacted in respect of "deep cleans" should need arise if there were an outbreak, as they have offered their services in this regard.
 - Wallgate hand wash machines (in public toilets) checked regularly to ensure topped up with soap. If not, to be topped up. Service of Wallgates recently undertaken (March 2020).

b) "Hot Spots" Areas Identified:

Identified regular contacts areas "hot spots" which cover the Council's whole estate which are regularly sanitised. This is not an exhaustive list:

Identified March 2020:-

- Door handles and buttons (internal and external);
- Toilet flushes;
- Car Park machines;
- Taps and wallgate buttons
- Light switches
- Children's play area and access gates (play area and skate park)
- Bins
- Clocking-in Machine [no longer being used during this time to avoid cross contamination. Working hours being logged manually as per our timesheets]
- Safe
- Any keys used regularly
- Handrails – any around Council properties/steps
- Cupboard handles

Council Public Toilets – at present being cleaned regularly however, notices put on doors to advise if we consider we cannot maintain the level of sanitation (we may have people off sick/self-isolate) we will need to close until such time as we can do this safely.

Outside Team: To regularly sanitise using provided equipment to undertake the same and to wear gloves whilst undertaking these tasks and to dispose of after each use.

Office Cleaner: To focus more on each clean to the "hot spot" areas around the office. Following list above and same as Outside Team.

Office Staff: To be responsible for own work area. Receptionist to also undertake regular sanitising of reception area and Council Chamber – main public areas in offices.

All Staff: To ensure to regularly wash their hands – 20 seconds, or use sanitiser. All know the importance of this and to not come in if there are any symptoms.

c) Staff Aware of Need to Self-Isolate and Report and Sharing of Information

- Memos sent to staff and staff catch up to update on the latest.
- More information and clarification will be sought throughout and communicated as these things develop.
- Outlined to staff the importance of this issue and to take the matter seriously.
- Staff encouraged to share any information/keep all informed and to follow the Council's sickness procedure if feeling unwell in terms of advising Council of absence. Reminded any symptoms to stay at home as advised by Government/NHS.

d) Key Functions/Tasks During This Time

- Health and Safety Weekly Checks (these have been prioritised. H&S advisor contacted and if staff available continue)
- Burials
- Payments
- Financial audits – timeframe has been extended.
- FOI Requests – Government looking at legislation to allow Councils to be flexible to use their discretion on deadlines for FOI request
- GDPR requests – timeframe is 30 days, this to remain however, ICO has confirmed its “pragmatic approach” should any complaints be made to them during this time. They have will also communicate this to anyone who contacts them.
- Public Toilets
- Emptying Public Bins
- Communications/Contact
- Planning

Capital Projects: Lawns Car Park Works (on course for completion by end of next week); North Quay (on course for completion for w/c 23 March however, with current doors – issues at present with new doors. Cory Toilets was delayed to early April, Coronavirus may further push this time scale.)

e) Business Continuity

Best we can and where possible we will try to provide services to our Parish through this difficult time. It should be noted that due to the size of our organisation there may well be pockets of reduced service.

i) Accessibility to the Council

- The Council offices were closed to the public on Wednesday 18 March 2020. However, available staff officers working full office hours in the Council Building, accessible via email and phone. Outside work continuing but reflective of staff levels.
- Working from home is now being done, with some team members. This reflects where we are now (19.3.20) and also where we are likely to be heading. We have two members of staff in self-isolation, neither have coronavirus but suspected that a member of the family may – this isn't confirmed though. At present all office staff set up to receive emails. Working with IT Team for better working from home set up, especially for our RFO which we hope to have resolved in the coming days.
- Procedure notes being drafted in how to update Council website and social media platforms remotely so that best we can, we will keep people updated on issues as they develop.
- Acknowledge that there will be times where we will have disruptions to service particularly if we do get the virus or other members of family do and have to self-isolate. Also, Government may further dictate how we function.
- If at any time the office does not have any staff physically in the building. Staff have access to emails so can monitor and respond. Telephone to have appropriate message so people know how to contact. Should a member of the public contact a Town Councillor, please pass on email enquiries@padstow-tc.gov.uk or alternatively pass email query to office, if they don't have email.

- Council meetings to be cancelled until end of May and then reviewed.
- Council to give consideration to delegations to help with business continuity.
- Staff list has been pulled together and shared with all staff and Chairman so aware of current situation and staffing levels. This to be updated and provided to Chairman as things change and develop.

ii) Maintaining Service Delivery/Functions

- Contractor options have been explored – particularly for toilet cleaning and grass cutting, if required. The company we use for weekend cleaning are focusing on their contracted hours and unable to offer any more hours. We are still in the process of contacting some firms to look at options of extra help, if needed but will really depend on how long this situation goes on for.
- Bin emptying, if no staff available. Town Clerk was contacted by CC in respect of any help and she has suggested that for public health, that CC empty PTC bins when they do theirs if we are unable to fulfil this duty at any time. They will look into this for us.
- e) Contact has been made with sexton to ensure a continuity of service for burials. Sexton has confirmed he has various members of staff and will continue to provide this service. Funeral directors have been advised best form of contact is via email for any burial matters that may need to be dealt with if there is a reduced workforce. The ICCM has been contacted for any advice. We have already seen ashes internments cancelled mainly due to family members not travelling to Padstow.
- f) Processing payments. We realise this is a difficult time for businesses therefore where possible payments will be processed weekly, once approval given. Wages have been processed 2 months in advance, to be paid out on actual pay dates. Backup in place should there be any issue in respect of RFO not being available to process or undertake these tasks.
- g) Council to give consideration to delegated mechanism for planning applications as way forward during this time.
- h) If not available in the office, Council staff accessible via email.

iii) Key Decisions and Communications

- Council to give consideration to report in respect of delegations.
- Town Clerk and Chairman will continue to keep in regular contact, and if need arises follow delegation process.
- Any changes in service or issues to be updated to the public via Council's website and Social Media Platforms and also anything of particular importance Councillors emailed or referred to website pages.
- Financial Planning: thanks to good financial planning PTC is okay however, like all businesses in our parish income is reliant on tourism and we can't determine how long this will go on for. The RFO is maintaining contact with the Chairman of Finance and has looked at "worse case scenario" to ensure, best we can, that services can be maintained. The uncertainty of how long this will last and impact on our income is clearly an unknown.