

Topcroft Parish Council

EXTRAORDINARY PARISH COUNCIL MEETING

held via email on

Monday 7th May 2020 at 7.30pm

Minutes

Attended: Peter Rout (Chair), Stephen Dye (Vice Chair) Robin Frampton, Trevor Potter, Ian Skinner,

Clerk/Responsible Financial Officer: Sally Chapman

Also present:

1. To consider Apologies for Absence

CLlr Nicola Eastell – apologies accepted.

1. Declaration of Interests and Consider Requests for Dispensation

Comment: None

2. To approve the following Documents and Policies

[CLlrs resolved unanimously to adopt the following Policies and Documents:](#)

- a) Coronavirus Contingency & Action Plan
- b) Email Meetings and Decision-Making Policy
- c) Scheme of Delegation

Action: Clerk to place on website

3. To confirm the next meeting dates:

- Monday 18th May 2020 at 7.30pm via email
- Monday 13th July 2020 at 8.15pm
- Monday 14th September 2020 at 7.30pm
- Monday 9th November 2020 at 7.30pm