Snape Parish Council

 Draft report resulting from online proposals as meeting to be held on the 24 March 2020 cancelled due to Covid-19.

1. **Authorisation of payments**

It was agreed that the payments, as listed on the authorisation for payment sheet, should be authorised.

The Clerk to organise the signing of the cheques.

1. **Delegation of work to the Clerk**

It was agreed that under the financial regulations the Clerk should be delegated authority to make regular PC payments to contractors, to the Clerk, and other emergency payments as regarded necessary for the smooth functioning of the PC. Those payments will be agreed in conjunction with the Chair or Vice-Chair, and a hard copy of emails retained by the Clerk until the situation of the Covid-19 lockdown changes. This we will be advised of by SALC, ESC and SCC.

1. **Good Neighbour Scheme**

It was agreed that the PC authorises the expenditure of up to £500 as part of the Community Emergency Plan to support the Good Neighbour Scheme and production of information leaflets as required as part of our response to Covid-19.

1. **Audit**

It was agreed to allow the Clerk to forward the audit material, as requested by SALC, following the approval by the Finance sub Group having approved the accounts.

1. **Correspondence**

It was agreed that a response should be written to the Alde & Ore Trust to record the PC’s concern about the potential environment impact of the proposed Flotilla on the river at the end of May and ask them to reconsider particularly given current Gov advice.

1. **For consideration at the meeting on 26 May 2020**

 **7 Dates of the Next Meeting**

28 April 2020 (Annual Parish Meeting – POSTPONED date to be confirmed)

26 May 2020 (Annual General Meeting)

Marie Backhouse, Parish Clerk

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24 March 2020