

**CYNGOR TREF LLANFAIRFECHAN TOWN COUNCIL  
RECORD OF EMERGENCY ONLINE MEETING 18/03/2020**

**Covid – 19 UK & Welsh Government advice is to limit meeting in a group. Llanfairfechan Town Council agreed to postpone the GENERAL PURPOSES meeting but consider urgent items by email**

**PRESENT ONLINE: Councillors: Mayor Delohne Merrell; Deputy Mayor Penny Andow: Cllr Carol Gell; Cllr Andrew Hinchliff; Cllr Claire Hughes; Cllr Alan Jones; Cllr Chris Jones; Cllr Iolo Kars Jones; Cllr Nia Jones; Cllr Christine Roberts; Cllr Glenn Robinson; Town Clerk & RFO: Jayne Neal**

**Apologies: Cllr Gareth Roberts; Cllr Gareth Wyn Jones**

303. Due to the government guidelines on social distancing, we have agreed to use an email thread to agree items that cannot be postponed until we have public online meeting facilities organised.

Information from the Society of Local Council Clerks tells us there is pressure on the UK Government to give us legal guidance on how to operate within the Local Government Act during the pandemic status period. We hope this process will be made clear by our next meeting on Wednesday 1st April. In the interim, we are also investigating conference call options that could include involvement of members of the public.

304. It was agreed that all items from the 18<sup>th</sup> March agenda would be held over to the Wednesday 1<sup>st</sup> April FULL TOWN COUNCIL meeting where possible. Item 7 and Item 16 were too urgent to postpone so Councillors were asked to decide by email.

**305. TO DISCUSS AND APPROVE LLANFAIRFECHAN TOWN COUNCIL PANDEMIC POLICY AND COMMUNICATION STRATEGY**

It was agreed this matter needed resolving quickly to ensure a clear and supportive response during the Covid – 19 Delay Stage as per UK Government criteria.

It was proposed that Llanfairfechan Town Council should adopt the Pandemic Contingency Plan Policy that had been drawn up by the Clerk using SLCC guidelines. From that, a Pandemic Crisis Management Team would be set up. The suggestion was that it should include the following members:

- Mayor 2020/2021 Cllr Delohne Merrell
- Deputy Mayor 2019/2020 Cllr Penny Andow (due to become Mayor in 2020/2021)
- Cllr Chris Jones (proposed for Deputy Mayor 2020/21)
- Town Clerk – Jayne Neal

Please note that Councillors will be kept informed and all decisions made by the team will be ratified by the Town Council either by email or meetings as the situation allows. This group will present an action plan to the Full Town Council on Wednesday 1<sup>st</sup> April and, in the interim, will update members of the public and the Town Council on developments due to the Covid – 19 crisis. The Pandemic Contingency Plan Policy, Pandemic Communication Strategy and a Covid 19 Staff Protocol documents had been distributed by email prior to the meeting and the documents were accepted in their current form.

It should be noted that, whilst we are clearly at Stage 2 (Delay Stage), there needs to be some reconsideration on staff tasks. Government guidelines suggest that operations such as the cart round could continue if H&S measures are followed. In addition, spring cleaning jobs could take place at the hall as it is closed to the public. For the Clerk, as well as online working, archiving and filing could still happen at the closed hall. Further discussions need to take place to give clear direction to staff but this will be considered as part of the work of the Pandemic Crisis Team.

**Proposed Cllr D Merrell Seconded Cllr C Roberts      Unanimous      RESOLVED to approve and take note**

306. TO APPROVE PAYMENTS

All agreed that it would be in order to make the payments:

1. CCBC Community Skips £2160.00
2. CCBC Playground inspections £22.01
3. Zoll Medical UK Ltd Defibrillator Pen Dalar Hall £960.00
4. Staff Payments March – wages and employer & employee pension contributions £2992.00
5. Terralec Ltd gel light filters £6.45

**Proposed Cllr C Hughes Seconded Cllr C Roberts Unanimous RESOLVED to approve and take note**

307. TO FORMALLY POSTPONE ALL OTHER ITEMS TO THE NEXT MEETING ON WEDNESDAY 1<sup>ST</sup> APRIL 2020

**Proposed Cllr d Merrell Seconded Cllr C Hughes Unanimous RESOLVED to approve and take note**

**The online meeting ended at 7:49pm**

NEXT MEETING Wednesday 1<sup>st</sup> April 7pm online TBC