



# Landford Parish Council

**Minutes of the Extraordinary General Meeting held on  
06 May 2021 at 7:15pm**

**Held by video conference** (in order to protect the health and safety  
of councillors and members of the public during the COVID-19 pandemic)

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Councillors present: Nik Bishop (NB) - Chair, Ken Parker (KP), David Wilson (DW), Cllr Glen Keirl, and Geoff Hewson (GH)

Plus: Melanie Camilleri (MC) – Clerk/RFO and one member of the public.

- 75/21**      **Apologies for Absence:** Damien Swancott (DS), Rachael Stanton (RS), John Bonney (JB), and Cllr Joy Proctor
- 76/21**      **Declarations of interest:** None
- 77/21**      **Minutes:** the Minutes of the Parish Council’s Extraordinary General Meeting on **26 April 2021** were approved
- 78/21**      **Scheme of Delegation Policy**
- i) Scheme of Delegation Policy which sets out the Terms of Reference by which the discharge of Council functions (under Section 101 of the Local Government Act 1972) to the Clerk (who is the Proper Officer and Responsible Financial Officer) will operate: **RESOLVED** unanimously to approve and adopt.
  - ii) Activation of the Policy: **RESOLVED** by NB (Chair), KP, and DW to activate the Policy with immediate effect.  
MC to create a spreadsheet to record all decision-making acting under delegated powers during the period of activation.
- 79/21**      **Annual Parish Council Meeting**  
The date of the **Landford Annual Parish Council Meeting** will be held on **Wednesday 19 May 2021 at 7:15pm.**
- Notwithstanding the court ruling that Local Council meetings may not be held virtually after 06 May, as physical meetings will result in both a health risk (given the current pandemic) and significant additional costs in securing suitable venues which allow social distancing and other safety measures, this meeting will take place by video conference.*
- NALC’s website states: Each council will have to decide which course of action will best fit their needs and manage risks.*

Being no further business, NB closed the meeting at 7:30pm.

**DRAFT MINUTES TO BE SIGNED AT THE NEXT PARISH COUNCIL MEETING**