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## MINUTES OF EXTRAORDINARY MEETING HELD ON THURSDAY 19TH MARCH 2020 AT 3PM IN THE PARISH HALL

Councillors: J Pearson, Chairman  
S Barton, Vice Chairman  
Mrs S Murphy  
J Stevenson

### **To Note Apologies for Absence**

Apologies had been received from Cllrs B Pilkington, GK Cleary, Mrs B Ashcroft, P Peers  
**Resolved: to note the above**

### **COVID-19**

Issues discussed were:

Day To Day Running of the Parish Council: the Clerk reported that NALC had recommended local councils to delegate day-to-day running of the Parish Council to the Clerk at the current time especially as any meetings during these difficult times when meetings (if they are held) may not be quorate. The Clerk proposed undertaking this in liaison with the Chairman and/or Vice Chairman but requested approval to act independently in routine matters should this become necessary.

### Halls and Playing Fields:

The Clerk confirmed all users of halls and playing fields have confirmed they are to suspend meetings/activities until further notice:

Our Caretaker will continue to undertake weekly checks at both halls plus open and shut for essential checks/repairs and maintenance

GMS (our Legionella contractor) can carry out deep cleansing of buildings and it was proposed to have this carried out before re-opening to the general public, this may also include cleaning and chlorination of water tanks/showers if weekly flushing cannot be carried out for any reason

If possible the Clerk proposed to arrange to have the agreed work carried out during this period of closure (floor and changing room ceiling at Community Hall and brickwork over the door in the Parish Hall).

### HR Issues:

Our Caretaker and Sports Attendant are engaged on a contract of annual hours and usually submit an 'hours worked' form to support salary payments, It was proposed one twelfth of their salary to be paid during the month(s) of reduced hours working (under rationalisation of pay arrangement). The Clerk reported she had agreed that they check in with her regularly and to let her know if they fall ill with the virus. Undertaking other duties would not be possible given the difficulties of managing risk.

The Clerk also reported she will continue to work 17 hours a week from home and given the circumstances this will be spread out during office hours Monday to Friday as per demand. She will continue to submit timesheets and liaise with Joe/Stuart over any additional hours required prior to working them,

Social Media/Resident Support:

Ways in which to provide support was discussed:

It was proposed to continue sharing information and initiatives on Facebook and Website

Practical support was also discussed and it was proposed for the Clerk to act as general co-ordinator: to request local businesses to act as grocery collection points, for Parish Council to arrange for volunteers to regularly collect and drop off at the Food Bank in St Helens. Cllr Barton would co-ordinate distribution of food vouchers locally (either to recipients or to a volunteer to collect and deliver - if recipient is unable to collect themselves). Volunteers would need to be registered with St Helens Council (Sue will forward contact details for this to Carole).

Cllr Murphy reported that a local business is offering a meal delivery service (chargeable) and proposed Parish Council approve £1000 of support for those needing the service but unable to afford.

The current grocery donation/collection being planned for 21 October by resident volunteers was raised; it was proposed to ask if they wish to work in partnership with Parish Council and if so for the Clerk and Cllr Barton to liaise with them over volunteers and grocery recipients.

**Other:**

The Clerk reported both the planned Carnival Meeting on 2nd April and the Easter Egg Hunt at The Railway have been cancelled.

**Resolved:**

**Day to day Running of the Parish Council:**

***for the Clerk to undertake day-to-day running of the Parish Council in consultation with the Chairman and/or Vice Chairman and further approval granted for her to act independently in routine matters should this become necessary.***

**Halls and Playing Fields:**

***to acknowledge the suspension of all groups/activities at the Halls and Playing Fields and closure to the general public***

***to note weekly checks, essential checks/repairs and maintenance will be carried out***

***to approve the deep cleansing by GMS prior to reopening once government directive to this effect is received plus cleaning and chlorination if necessary***

***for the Clerk to arrange the agreed work at both halls during this period of closure if possible***

**HR Issues:**

***for Caretaker and Sports Attendant to receive one twelfth of their salary for each month of general shutdown and to note Clerk's other comments***

***for the Clerk to continue to work 17 hours per week from home with hours per day (Mon-Fri) varying according to demand***

**Social Media/Resident Support:**

***For the Clerk and Cllr Barton to continue their work on updating our Facebook and Website***

***Practical Assistance: For the Clerk to act as general co-ordinator; requesting businesses to act as grocery collection points and liaise with registered volunteers to collect from them and deliver to the food bank; to liaise with the local business offering the meal delivery service over requests for free meal delivery***

***For Cllr Barton to act as food voucher and delivery volunteers co-ordinator***

***For the Clerk to approach resident group currently collecting groceries and liaise over a possible partnership***

**Other:**

***to note the update on cancelled Carnival meeting and Easter Egg Hunt***