

# KIRKBAMPTON PARISH COUNCIL

Chairman: Cllr. J Alexander

Acting Clerk: Sarah Kyle, Hill House, Walton, Brampton, Cumbria, CA8 2DY

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## **COVID-19 PANDEMIC WORKING ARRANGEMENTS**

To allow the Council to operate on a minimum requirement basis, the following items are delegated to the Clerk for the duration of the COVID-19 pandemic.

### Planning Applications

- After consultation with a minimum of 4 councillors, a summary response will be circulated to all Councillors for comment prior to submission to Allerdale Borough Council by the Clerk. All responses made will be noted and ratified at the next full Council meeting.

### Finance

- All standard recurring payments listed as line items on the budget will be paid by the RFO at the appropriate time to prevent any late charges, such as salaries, printing costs, licences and IT services etc. All payments to be authorised by a minimum of 2 councillors by e-mail prior to payment. All payments will be formally authorised by the full Council at the next full Council meeting.
- At the end of the financial year, the RFO will prepare the end of year accounts in accordance with normal procedures and circulate to all of the Councillors. If necessary, if deadlines are not extended nationally, on the acceptance of a minimum of 4 councillors, they will be signed by the RFO/Clerk and Chairman as applicable for submission to the external and internal auditors. The accounts will be accepted by resolution at the next full Council meeting.

### Responses to other Communications

- The Clerk will circulate at the earliest opportunity, any communication from any 3<sup>rd</sup> Parties which would normally be presented at a meeting for consideration by the Council. The Clerk will circulate the summary response to the full Council prior to responding to the 3<sup>rd</sup> Party. It will be ratified, where appropriate, at the next full Council meeting.