**NEATH TOWN COUNCIL**

**MINUTES OF AN EMERGENCY CORONAVIRUS MEETING (2)**

**HELD BY PHONE AT 2PM ON TUESDAY, 17TH MARCH 2020**

1. Attendance

Cllr Bob Price (Mayor) and Kathryn Charles (Clerk)

1. Clerk updated and gave summary of the existing situation/national guidance

Hall Bookings continue to be cancelled on an hourly basis with no new bookings.

Community Café attendance is low and staff growing concerned about contact with vulnerable customers who are unaware of pandemic.

1. Emergency Procedures & Council Delegation Scheme

Delegation of Powers are in place and active during this unprecedented period.

1. Council Services and Business Continuity:

Halls to be closed from Friday, 20th March 2020 to support non-essential social contact. Most groups have already cancelled. Cancelled hirers are very understandable and will rebook in the future.

Community Cafe to be closed to support non-essential social contact. Take away meals to be available from Wednesday, 18th March 2020. To be reviewed on Friday, 20th March 2020.

Office Closed to public with immediate effect– all communication via phone or email.

Budget Management – RFO and Clerk have created online process and can continue as normal in the short term. Year End Accounts position needs to be addressed and resolved.

1. Staffing Issues:

Health advice – continue as at present, Clerk to amend as per national guidance. All staff to attend work unless symptoms occur.

Working from home (office staff) – plans in place to work from home for all office based staff should NTC close.

All Staff – normal work routines unless symptoms occur. Deep cleaning and maintenance of all sites to be undertaken as reasonable with all staff.

Working hours & salaries – will remain unaffected at this time and will be reviewed.

1. Community Support & Assistance

The key message is that Neath Town Council will do all that it reasonably can to support the communities of Neath. Social media to be updated.