**NEATH TOWN COUNCIL**

**MINUTES OF AN EMERGENCY CORONAVIRUS MEETING**

**HELD AT 5.30PM – THURSDAY, 12TH MARCH 2020**

**(Before Estates & Events Sub Committees)**

1. Attendance

Cllr Bob Price (Mayor) Cllr Sheila Penry (Leader & Deputy Mayor), Cllr Jan Lockyer (Deputy Leader) and Kathryn Charles (Clerk).

1. Summary of the existing situation/national guidance

Update by the Clerk.

1. Emergency Procedures & Council Delegation Scheme

It was decided to adopt the emergency procedure and implement the Delegation Scheme until further notice. Members will remain in regular contact with the Clerk via Website online portal and/or emails.

1. Forthcoming Council Events:

Council meetings – all cancelled until further notice (May Annual Meeting advice to be sought immediately)

Mayor’s Dinner – postponed

Mayoral Appointments – cancelled

Hall bookings – review to determine natural cancellations

Summer/Easter events programme – to be reviewed

1. Council Services & Business Continuity:

Hire of Halls – to be reviewed

Community Cafe – continue as normal for the time being – to be reviewed as pandemic develops

Budget Management – continue as normal

1. Staffing Issues:

Health advice – continue as at present, Clerk to amend as per national guidance

Working from home (office staff) – to review & possibly test home working for future

All Staff – normal work routines unless symptoms occur

Working hours & salaries – will remain unaffected at this time

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 – and in particular those more vulnerable people during this period. Social media to be updated. The Clerk will write to Karen Jones Deputy CEO at NPTCBC offering the Town Council’s support where possible.