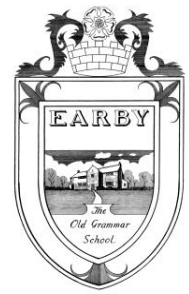


# EARBY TOWN COUNCIL



Chairman: Chris P. Tennant

Clerk: Mrs Katie Jeffreys. The Parish Rooms, Victoria Road,  
Earby, Barnoldswick, Lancashire. BB18 6US

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## **Minutes of Emergency Extra Ordinary meeting of EARBY TOWN COUNCIL held on Friday 20<sup>th</sup> March 2020 at 7.00pm at The Parish Rooms, Victoria Road, EARBY.**

### **1. Welcome**

Chairman Cllr Tennant formally opened the meeting. *Cllr Horsfield was advised to leave the meeting as per Government Covid 19 guidance.*

### **2. Attendance, Apologies and Non-Attendance**

Attending Cllrs: C Tennant, P Hampson, S Hartley, J Cooper, M Horsfield, C Carter. K Jeffreys as Clerk.

Apologies: V Cocker, D Haigh, J Myers, D Reynolds.

Members of the public present: None.

### **3. Declarations of Interest/s**

None.

### **4. Public discussion**

None.

### **5. Covid19 (Corona Virus)**

Council discussed the appropriate actions to be taken to ensure that the health, safety and wellbeing of Councillors, Members of the Public and Employees is protected during the current ongoing situation with Covid19. Including the practices and procedures that must be put in place to ensure continuity of business.

1. Council approve and adopt the HCID policy, to be implemented immediately.
2. Council approve the Business Continuity Plan after minor amendments.
3. Council approve the Risk Assessment.

**Proposed: CT**

**Seconded: CC**

**Unanimous**

In addition, Council discussed the proposal to grant a rent freeze for the Holiday Hostel and arrangements for the repayment of the Buildings Cover Insurance.

It was resolved to grant a 6-month rent freeze, with an agreement to be arranged for this to be paid back either as an additional sum on subsequent rent payments once these recommence, or in one lump sum at the end of this tenancy agreement.

**Proposed: CT**  
**Seconded: SH**  
**Unanimous**

It was resolved that the Buildings Insurance Cover is to be repaid on a monthly instalment basis.

**Proposed: JC**  
**Seconded: CC**  
**Unanimous**

**The meeting closed at 7:20pm.**

DATED: 23<sup>rd</sup> March 2020

Clerk & RFO:

K. Jeffreys

SIGNED AND APPROVED:

Chairman:

C. Tennant