

**BREDHURST PARISH COUNCIL**  
**COVID-19 DELEGATION OF POWERS**  
**TERMS OF REFERENCE**



Adopted: April 2020

Reviewed: March 2021

1. All non-urgent items for discussion and decision will await a meeting of the parish council convened either virtually or in the normal manner.
2. Urgent items will be discussed by email. Time will be given to ascertain the views of residents if appropriate and possible to do so. This will be done by advertising the matter under discussion on the BPC website and accepting views via email.
3. All Cllrs will then be contacted with the necessary information and residents' views and will have the opportunity to respond.
4. Cllrs will then be asked to vote by email, by a date and time set by the clerk. Any Cllrs not responding will be taken to have abstained.
5. In the event that less than three votes are obtained, the clerk will consult with the Chair and Vice-Chair and a resolution will be made.
6. All decisions made in this manner will be reported to Cllrs and the public either on the website or when the council is able to reconvene in the normal manner.
7. These Terms of Reference extend to necessary payments and the completion of the Annual Return.
8. These Terms of Reference will remain in force until the council is able to reconvene in the normal manner, or until 6<sup>th</sup> May 2021, whichever comes sooner.