

Hullbridge Parish Council's Procedure in the event of having to cancel a scheduled Meeting

Procedure

Adopted 10th February 2014

Reviewed Annually

1. An appropriate Risk Assessment carried out to judge the risk to the Health, Safety and Welfare of Councilor's, Staff and Members of the Public for the journey to/from a Parish Council meeting. This includes the effects of temperature, humidity, wind and other extreme weather conditions.
2. The Meeting place is safely accessible and under 'The Workplace Health, Safety and Welfare Regulations 1992' the temperature in a workroom is as required to be at least 16 degrees Celsius
3. In the event of Hot Humid weather although there is no legal maximum temperature, a judgement must be made on an individual case basis that the temperature is "reasonable" for a meeting to take place.
4. In the event of weather, local or national emergency, national mourning, illness and venue problems etc the Clerk who has been given delegated power to act outside a meeting under Local Government Act 1972 section 101 will advise Members if a scheduled meeting will need to be deferred.
5. If a meeting is cancelled then Members will be notified by telephone/email.
6. Members of the Council must also take responsibility individually to check with the Clerk (before leaving for the meeting) in the event of not receiving a call or an email
7. The Parish Council will, if possible, inform members of the public that a meeting is cancelled by either placing a notice on the notice board, venue door or placing a note on the web site.
8. Subject to weather conditions and availability of the Hall, another meeting will be convened giving seven clear days, if this is not possible then a meeting will be convened as soon as possible and only important items on the agenda will be discussed and any payments made. All other matters will be deferred to the scheduled monthly meeting the following month. If this happens at the July meeting then all the agenda items will be discussed at the deferred meeting due to the August Recess.
9. As per Parish Council Standing Orders our Full Council meetings shall take place at 7.30pm (unless otherwise advised) at the Windermere Centre, Windermere Avenue, Hullbridge and only if a quorum (five Members) are present. If for any reason the Clerk is unable to attend but there is a quorum then a Member at the beginning of the meeting will be appointed to make notes of the events of the meeting.