LEWKNOR PARISH COUNCIL'S EMERGENCY MANDATE

Lewknor Parish Council hereby approves that if meetings cannot be held face to face or meetings must be cancelled completely (e.g. due to a meeting being inquorate, a pandemic, a Royal death, inclement weather etc.) and the meeting cannot be rescheduled quickly or held virtually, vital decisions can be made with the approval of at least three councillors in writing (by email).

These decisions will include the authorisation of payments (which will be made as usual online with the required authorisation of two councillors) and any other issues that cannot wait until the parish council can again hold an official meeting.

Notice of any meeting cancellation will be displayed on the parish noticeboards and on the parish council website and a monthly summary of any decisions made by councillors will be compiled by the clerk, approved by at least three councillors and published on the parish council website.

If virtual meeting are held, the parish council will meet via video conferencing on the meeting dates published on the parish council website: a link for any virtual meeting will be published on the agenda (on the parish council website and the parish noticeboards) to allow residents to attend.

Any residents with any queries or concerns can contact the clerk or any councillor. Full contact details are on the parish council website: www.lewknorparishcouncil.gov.uk

Adopted by Lewknor Parish Council on: _____12th October 2026_____ (date)

Minute reference: _____7c_____

This document will be reviewed in two years, unless circumstances dictate otherwise.