



NOTES OF THE VIDEO CONFERENCE MEETING

HELD ON FRIDAY 27 MARCH 2020 AT 11AM

PRESENT:	Councillors:	Carl Powling (Mayor) John Akker Julie Baker Peter Banks David Bragg Robert Jenkins Sylvia Wargent Sophie Weaver Chris Wood
IN ATTENDANCE:	Town Clerk: Cemetery Clerk: Finance Officer:	Petra Palfreyman Carol Fountain Valerie Henry

The following points were discussed:

- The helpline is working well after some teething problems and the volunteers are learning every day how to improve the system. Calls have been made to give thanks, for advice, to offer to volunteer, requests for pharmacy and shopping collections etc. A volunteer pack is being made up to give volunteers the information they need to help. A control sheet is being kept to record requests for help. Thanks were given to Carl & Hayley Powling for the work they have put in to get this organised.
- Emergency Fund – talks are still in place to see how this can operate so that volunteers can get shopping for the vulnerable and isolated without exchanging cash or cards.
- The groundsman will be asked to come back to work after annual leave to do essential grass cutting and maintenance. A lone working policy is in place.
- The website will be updated to include essential information about how West Mersea Town Council are operating. This will include links to the NHS, government COVID-19 page, Essex County Council and Colchester Borough Council. Also that the public toilets are closed and seafront car parks will not be opened on 1 April 2020. The West Mersea Town Council Facebook page will also be updated. Councillor Wood will work with Carol Fountain to organise this.
- Councillors discussed the security of Council premises.
- The Clerk will contact East Mersea Parish Council to see what opportunities there are to work together.
- Planning applications will be sent to councillors and comments made by email. A request to defer the Dawes Lane application will be made. Councillor Banks to send Carol Fountain a comments template to use for future planning application comments.
- Councillor Akker will prepare a document regarding the caravan parks and permanent residents.
- The Clerk confirmed all office based staff are working from home and are in regular contact. Payment for wages and to contractors have all been made.

Notes prepared by Petra Palfreyman, Town Clerk.