

# Clayton-le-Woods Parish Council

Clerk to the Council: Mrs Tracy Morris  
Chorley Business and Technology Centre, Reception Block,  
East Terrace, Euxton, Chorley. PR7 6TE.

Telephone: 01257 264854

Mobile: 07715 637345

Email: [clerk@claytonlewoodsparishcouncil.org.uk](mailto:clerk@claytonlewoodsparishcouncil.org.uk)

[www.claytonlewoodsparishcouncil.org.uk](http://www.claytonlewoodsparishcouncil.org.uk)



18<sup>th</sup> March 2020

Dear Councillor,

You are hereby summoned by the Chairman to attend the extraordinary Meeting of the Parish Council to be held on Monday 23rd March 2020 online by email as agreed by the majority of Members.

Yours sincerely,

A handwritten signature in black ink, appearing to read 'Tracy Morris', is written over a faint horizontal line.

Mrs Tracy Morris  
Clerk to the Council

## Agenda

- 1. To receive and accept apologies**
- 2. Declaration of Interest**
- 3. Delegation of day to day Powers to Clerk due to Coronavirus with advice taken from Management Committee (LALC Recommendation)**
  1. Postpone/Cancel Clayton Cup/ Summer Fair/Scarecrow Festival/ Summer Newsletter
  2. Payment Arrangements for all Staff if need to be off due to Coronavirus (Self/or enforced isolation)
  3. Arrangements for Closing office (Working from home)
  4. FPC Meetings Approval of Invoices/Planning etc
  5. Annual Meeting and General Meeting (Postponed/cancel)
  6. Ordinary Meeting to be held when deemed safe to do so
- 4. Date of Next Meetings**

All FPC and Committee meetings to be postponed until further notice.