

SC IMT **Minutes** Virtual Meeting 07/04/20

1900hrs - via scheduled Zoom meeting.

Present – Cllrs M Wilson, Clerk M Pratt, Cllrs B & J Tucker, Sue Svedang, Mike Carpenter & Website Admin Julie Carpenter + WDBC Cllr Lois Samuel

Apologies – Cllr J Palmer, J. Friend & C. Coleman

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| 1 | Any Items Requiring Urgent Attention |
| | None |
| 2 | Update on Situation |
| 2.1 | Up to date Government measures can be viewed at https://www.gov.uk/coronavirus |
| | <p>Current advice re face masks remains that there is no scientific evidence of benefit outside clinical setting https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19/guidance-for-employers-and-businesses-on-coronavirus-covid-19</p> <p>Latest leaflet regarding stopping the spread of the virus https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/877678/coronavirus-leaflet.pdf</p> <p>IMT should encourage as many as possible to support the NHS by completing the virus checker daily even if you they are well https://www.gov.uk/government/news/nhs-asks-people-to-share-their-coronavirus-symptoms-to-help-others?utm_source=af08c443-3347-4209-83a4-4c33b262014f&utm_medium=email&utm_campaign=govuk-notifications&utm_content=immediate</p> <p>Second/Holiday Home owners have been asked by Devon & Cornwall to please stay away.</p> |
| 2.2 | SC Volunteer Network – Update Currently 34 Volunteers signed up to help |

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| | <ul style="list-style-type: none"> • Clerk to remind Parishioners that volunteers can offer dog walking or grass cutting, if they are unable to do so themselves. • It was reiterated from the previous meeting that IMT should not make further letter drops; but encourage parishioners to sign up either via the Clerk, or website for email up-dates. We would also ask Volunteers and neighbours to try and establish telephone circles of parishioners not on the internet to up-date them and check if they need any help. Any not covered by the above can be posted up-dates. • May Roundabout – will not be delivered house to house. It has been suggested that SC issues will be placed in Church porch for collection by individuals. It was suggested that to avoid too many congregating at the church bundles could be placed at other locations in the parish eg Bus Shelters and somewhere at Sampford Chapel contact to be made with the distributors |
| 2.3 | Assessment of vulnerability in the Parish - understanding the local threat |
| | <ul style="list-style-type: none"> • Currently 43 parishioners have returned RFA's. • 1 has reported that they have received Government letter advising them to isolate for 12 weeks, and they have received a food parcel having registered on Gov website as indicated on their letter. • Parishioners receiving this official letter are asked to kindly inform Clerk to up-date her log. Cllr Samuel will try and see if we can be sent the official list of "Extremely Vulnerable" parishioners to cross reference with our log. • A few parishioners are requesting shopping collections from volunteers or neighbours but IMT are anticipating that this will increase and have sufficient resources in place to cope. |
| 2.4 | IMT Communications Plan for Covid-19 |
| | <ul style="list-style-type: none"> • Cllr Coleman had requested that the name of the IMT should be changed to something less alarming. It was agreed that it should remain at SCPC – Incident Management Team. • Julie Carpenter reported that 123 parishioners are now signed up for regular emails from the Website. It is encouraging to see that up to 60% get opened. • Facebook – in the last 28 days Mar 11 – Apr 7th – Page Likes has gone up 140%; Posts have reached 1476 and Post Engagements 1448 an increase of 85% Thank you to those that are following and engaging with our communications • Volunteers or Neighbours who are in telephone contact with parishioners are asked to please let Clerk have details for the Help Log that is being maintained to demonstrate the activities of the IMT. |
| 3 | Review Aim and Objectives - No change required |
| | Currently they are - |
| | Aim - To lessen the effects of the Covid-19 Pandemic |

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| | <p>Objectives</p> <ul style="list-style-type: none"> a) To use community resources to limit the impact of the pandemic on our community b) Identify and help vulnerable members of the community c) To engage the local resources and community volunteers to deliver support as required d) To communicate effectively with all residents publishing advice, warnings and messages throughout the pandemic and support the community to be more self-resilient e) To ensure the health and safety of Parish Council personnel and community Volunteers f) To keep records of the actions taken and decision made during the response to Covid-19 |
| 4 | Decisions since last meeting |
| 4.1 | <p>Children’s Play area closed following guidance</p> <ul style="list-style-type: none"> • Cllr Carpenter agreed to go and mark off Play Equipment and Toilets with some hazard tape to highlight closure. |
| 4.2 | <p>Public Toilets Closed to conform to guidance</p> <p>Village Hall and Church have also been closed to conform to guidance.</p> |
| 4.3 | <p>Application made for COVID-19 Prompt Action Small fund Grant to support current activities of the IMT, Volunteer Network, an enhancement for the Social Interaction schedule and publicity for small businesses - this application has been successful and £495 has been awarded to help cover un-budgeted costs incurred due to Covid -19.</p> |
| 4.4 | <p>Purchase of shopping baskets to support safer delivery of shopping by volunteers – volunteers to contact Clerk or Chair if you would like to borrow them to use and are requested to sanitise them following use.</p> |
| 4.5 | <p>Purchase of materials to make hand sanitizer for volunteers while no other sanitizer available – Chair to check efficacy and health risks of products before distributing. IMT members undertaking shopping support to look at the availability of sanitiser during their shops and purchase if available.</p> |
| 4.6 | <p>Following advice from DCC & WDBC unable to act as Guarantor for requests from local businesses for support for grants from the COVID-19 Prompt Action Small fund Grant – this was confirmed by Cllr Samuel.</p> |
| 4.7 | <p>No application by SCPC to be made for the Small Business rate relief grant –</p> <ul style="list-style-type: none"> • SCPC had received an application form for this grant regarding the Public Toilets -but it was agreed that these funds were not intended for “maintenance/refurbishment” projects. • However, Cllr Samuel, asked us to point out to any Small Business owner in the parish to check at their Business Address to see if they had received a similar letter. |
| 5 | Actions Required |

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| 5.1 | <p>To review applications from businesses in the area applying for the DCC COVID-19 Prompt Action Fund Large grant view the application template https://www.devon.gov.uk/covid19-prompt-action-fund-large-grant-application-form/</p> <ul style="list-style-type: none"> • No applications had been received by the Clerk for consideration at this meeting. • However, it was agreed that SCPC would consider supporting any applications from the Parish if a completed application form was submitted demonstrating that the Grant requested fitted DCC criteria – specifically that 75% of any grant would benefit residents of Devon. • Clerk to inform all Local Businesses that have offered help to SC at this time, and direct them to Grant Details on our Website. Businesses outside our Parish to be advised that their application should go to their own parish council. |
| 5.2 | <p>Review the employee payment under the Furlough rules published</p> <ul style="list-style-type: none"> • It was agreed that Clerk should remain on Full pay during this period. • Toilet Cleaner has been advised and agreed that she will be paid 80% of her monthly wage while the Toilets remain closed. |
| 6 | Time of Next Meeting |
| | Conference call next Tuesday TBC |