**BERRY POMEROY PARISH COUNCIL**

**Operational Contingency Plan**

The ability of the Parish Council to function as normal may be put at risk for a number of reasons, the most recent was the Coronavirus threat. This Plan is intended to set out contingency plans for continuing with the essential/core parts of the Parish Council business.

**The Parish Clerk has delegated authority** to cancel Parish Council Meetings if local circumstances dictate and after appraising the health and welfare of Councillors and Officers. In any event the Parish Clerk will cancel meetings if any of the following happen:

* Widespread school closures expected to last longer than a week
* Public Health England advice to close public places
* NALC advice to close Council offices to the public
* A confirmed case of an infection in a member of staff, councillor or a household member of staff or councillors
* War/Conflicts
* State shut down for Mourning – procedures to follow from Secretary of State.

Action required by staff and councillors

1. If the Clerk is incapacitated in any way. The Chair will inform DALC who will appoint a temporary Locum Clerk. The Parish Clerk has a booklet on her desk with emergency contact numbers and procedure.
2. Any member of staff or councillor exhibiting symptoms of a virus must self-isolate and ring NHS 111 for advice on how to get tested. (relevant to Pandemic status if reintroduced)

The Parish Clerk must be advised immediately and the member of staff or councillor must not access Council property i.e. Filing Cabinets etc until a clear result from testing has been received.

The Parish Clerk will advise all staff and councillors if anyone has found it necessary to self-isolate.

Officers (employees) in self-isolation will continue to be paid at full rate during the isolation period.

If any Cllr or Employee is ill, please advice the Clerk and offer apologies for not attending a meeting.

Service provision

In any event the following will apply with immediate effect

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| **Council activities that must continue** | **Process to be put in place** |
| Responding to phone calls | Parish Clerk is always the first point of contact in any instance from Councillors and the public. |
| Responding to e-mails | Parish Clerk will as usual respond to all emails. Councillors are requested to check their emails twice daily for emails from The Clerk and are requested to acknowledge receipt. (NOTE: This should be happening as a ‘normal’ process on a daily basis. |
| Invoice payments | The Clerk will produce the cheques and the normal monthly finance statement. The Cheques will be taken to signatories for signature. All invoices will be paid and signed off retrospectively at the next full Council meeting. |
| Wages payments | The Clerk will produce the monthly salary Cheques and will access signatories as above or arrange alternative payment methods. The Clerk’s salary is paid by Standing Order. |
| Social media communications | The Clerk will update the website with specific information received from PHE and DALC/NALC. All communication with the press will be via the Clerk in consultation with the Chair. |

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| **Council activities that could be cancelled** | **Action required** |
| Full Council, committee and working group meetings cancelled | If cancelled with immediate effect. Parish Clerk to advise members and update the website as to re-scheduled meetings. |
| Council Business | The Clerk will continue to carry out Council business. However, any emergency or urgent matters which arise, will be discussed with the Chair before any action is taken. |
| Planning Applications | The Clerk will email all Planning Applications and request suggestions for Supporting or Refusal by return email where possible. |
| Public Information | The Clerk should be the first point of contact for the Public should the need arise. Email: [clerk@berry pomeroyparishcouncil.gov.uk](mailto:clerk@marldonparishcouncil.org.uk) or telephone 0770 770 9390 |

Note: Many of our Councillors are within the ‘at risk’ element of any virus and a few have some serious health issues. I, and the Chair, make absolutely no apologies for implementing the above measures.

Susie Watt Cllr. John Mills – Chair

Clerk/The Proper Officer – Marldon Parish Council

Date: For Review in 2025

April 2024: This document can be amended by the Clerk for other emergency situations should they arise.