

SOUTH HYKEHAM PARISH COUNCIL

CONTINGENCY PLAN FOR BUSINESS CONTINUITY DURING MEDICAL EMERGENCY COVID19 OUTBREAK PENDING ANY CHANGE TO GOVERNMENT ADVICE ON SOCIAL DISTANCING IN ORDER TO MINIMISE NON-ESSENTIAL CONTACT.

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ACTION NOTES

MINUTES OF RESOLUTIONS TO BE APPROVED BY EMAIL DUE TO THE EMERGENCY CANCELLATION OF SCHEDULED MEETINGS IN THE INTERESTS OF PUBLIC AND PERSONAL SAFETY OF MEMBERS OF THE PUBLIC, EMPLOYEES AND MEMBERS OF COUNCIL

RESOLUTION 1 . SAFETY STATEMENT - MEETINGS

PROPOSED:

The Parish Council recognises that the personal health and safety of members of the public, employees and Councillors is paramount and recognises and agrees that no business, meeting, service provision or service delivery of the Authority is of any importance above that of public and personal safety.

As such all scheduled public meetings will be cancelled for an initial 3 month period (or as circumstances dictate).

The following scheduled public meetings are cancelled as follows:-

- Annual Parish meeting 8th April 2020.
- Monthly meeting of Full Council 8th April 2020.
- Annual Parish Council and monthly meeting 13th May 2020.
- Monthly meeting of Full Council 10th June 2020.

Where the Annual Parish Council meeting due to take place on 13th May 2020 cannot be held it is resolved that the Chairman, Vice Chairman and all committee and working party members will remain as now until such a time as a public meeting can be convened or until the Annual Parish Council meeting of May 2022 subject to guidance from LALC/Government legislation.

It is noted that whilst the above decisions are contrary to existing legislation it has been necessary for the Parish Council to make these decisions in the interests of following Government guidelines and acknowledging that public safety is paramount.

UNANIMOUSLY RESOLVED:

RESOLUTION 2. ATTENDANCE AT MEETINGS AS A REPRESENTATIVE OF THE COUNCIL

PROPOSED:

That the attendance of Councillors and/or the Clerk at meetings of outside bodies or other council business should be curtailed either by:-

- a) cancellation of the lead body, b) by dictum of legislation or c) self-isolation.

UNANIMOUSLY RESOLVED:

RESOLUTION 3. SUSPENSION OF STANDING ORDERS / FINANCIAL REGULATIONS

PROPOSED:

That the Parish Council gives delegated authority to the Clerk (The Proper Officer) to consult with the Chairman/Vice Chairman to suspend any relevant Standing Order or Financial Regulation as necessary to ensure the smooth running and operation (wherever possible) of the Parish Council for a period of **no longer than 4 months** (or as circumstances dictate) with the Clerk to maintain a

Clerk: Carolyn Wilkinson

Telephone: 07762 318013

Email address: southhykehampc@gmail.com

Address: 10 Lapwing Close, Skellingthorpe, Lincoln LN6 5XS

<http://parishes.lincolnshire.gov.uk/SouthHykeham>

record of any such suspensions and reasons to be presented to a future meeting of the Parish Council once normal operations are resumed.

UNANIMOUSLY RESOLVED:

RESOLUTION 4. ORDERS FOR PAYMENT/BUDGETARY CONTROL/AUTHORITY TO SPEND

PROPOSED:

That the Clerk(RFO) emails the usual monthly schedule of payments to Councillors which members are to confirm by return email that they agree to the payments. The cheques and BACS payments will be continue to be signed by those elected Members with delegated responsibility for the authorising and signing of payments. All payments will be ratified at the next available Parish Council meeting. In addition the Parish Clerk in consultation with the Chairman/Vice Chairman is authorised to increase the spending limit to under £5,000 up to the amounts included for that class of expenditure in the approved budget in respect of any emergency or health and safety matter or any obligation with regard to the Bridleway Improvement project. Such authority is to be evidenced by a minute or by an authorisation slip duly signed by the Clerk and the Chairman/Vice Chairman. The Parish Council insurance policy is due for renewal in June being in the last year of a 3 year long term agreement. The Clerk will ensure that the policy covers the Parish Council for all of its obligations and will renew the policy in good time to ensure continuous cover.

UNANIMOUSLY RESOLVED:

RESOLUTION 5. SERVICE PROVISION

In considering the personal situation of the staff and the 'bought in' services from North Hykeham Town Council it is proposed that:

PROPOSED:

- Litter picking/grasscutting services will no doubt be reviewed by North Hykeham Town Council but can be expected to cease for a period dictated by Government advice/circumstances. Until that time Council will suspend the obligation placed by the Service Level Agreement until normal business resumes.
- Staff will be paid their normal contracted hours and in the event of sickness/self isolation then employment legislation/contractual obligation will apply. Any applicable national increases in rates of pay will be implemented and ratified by Council at the next available meeting.

UNANIMOUSLY RESOLVED:

RESOLUTION 6. ANNUAL AUDIT

PROPOSED:

The Clerk/RFO will prepare the end of year accounts and will work with the Chair/Vice Chair in order to sign them off on behalf of the Council at the earliest possible opportunity but no later than 1st July 2020. It is anticipated that these will be presented for final approval to the Council meeting of June in order to meet this deadline but in the event of that meeting still not taking place the Clerk will follow advice from LALC, the internal auditor and PKF Littlejohn in consultation with the Chairman and Vice Chairman in respect of authorising, advertising and submitting the Annual Audit to meet the deadline.

UNANIMOUSLY RESOLVED:

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RESOLUTION 7. POLICY PROCEDURES/REVIEWS

PROPOSED:

That the Clerk continues to review and update the policy documentation as required by legislation for presentation to the next available council meeting for consideration and adoption.

RESOLVED:

RESOLUTION 8. WEBSITE/SOCIAL MEDIA – Information, advice and updates

PROPOSED:

The Parish Clerk will keep Councillors informed via email/telephone and members of the public via Parish Council website, Witham Herald, and noticeboards as relevant.

RESOLVED:

RESOLUTION 9. ADDITIONAL DELEGATED AUTHORITY

PROPOSED :

The Parish Clerk with immediate effect and up until the end of May or such shorter/longer period as may be appropriate subject to any change in government advice/circumstances be given additional delegated authority to:

- a) undertake day to day duties (wherever possible and within legal constraints and the best interests of public safety and to promote infection control) in order to minimise disruption to service provision and to ensure business continuity;
- b) undertake any additional duties necessary (wherever possible and within legal constraints and the best interests of public safety and to promote infection control) in order to minimise disruption to service provision and to ensure business continuity;
- c) undertake decisive actions (within legal constraints and the best interests of public safety and to promote infection control) in respect of the cancellation of any meeting of the Parish Council including Committee and working party meetings.

RESOLVED:

IN CONCLUSION: These measures are put in place with robust transparency processes to ensure effective business continuation and to minimise impact on local service delivery and local business with ratification by the Parish Council to be made at the earliest and safest opportunity.

Signed:.....Chairman

Date.....