

MELLS PARISH COUNCIL

Business Continuity Policy adopted at the Parish Council meeting on 12 May 2020 (conducted via ZOOM)

In light of the Coronavirus (Covid-19) pandemic and government advice, this council resolves that:

(a) Should the council be unable to meet for whatever reason, the Clerk be given delegated authority to progress all ongoing matters and projects and authorise all regular payments and incur expenditure in line with the council's agreed budget.

(b) Any decisions taken under resolution (a) above will be taken, whenever possible, in consultation with the Chairman and Vice Chairman of council. A record of all decisions and expenditure incurred under delegated authority will be kept and reported to members when the council next meets.

(c) The authority to decide the council's response to planning applications be delegated to the Clerk, in consultation with the Chairman and Vice Chairman of council. Whenever possible, members of the council in the case of large applications will be informed of applications out for consultation and will be invited to submit comments to the Clerk.

(d) The provisions outlined in resolutions (a-c) above will override any requirements to the contrary in the council's standing orders, financial regulations or terms of reference.

(e) Should the Clerk be unable to perform their duties, Councillor _____ will assume the role of Proper Officer and RFO in an unpaid capacity.

(f) The Clerk, in consultation with the Chairman and Vice Chairman, may incur expenditure from the project earmarked reserve where such expenditure will help the community's efforts to support those in need of assistance or prevent social isolation.

(g) Should government allow councils to meet virtually (online), the council will take all reasonable steps to facilitate this.

Signed: _____

Date: _____

Name: _____