

Business Continuity Motion to Rodney Stoke Parish Council 19.3.20

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. The Clerk to be able to act as a signatory as necessary.

(b) Any decisions taken under resolution (a) above will be taken, whenever possible, in consultation with 3 Councillors (being, if possible, the Chairman and Vice Chairman of council and a where appropriate a Councillor from a relevant Committee). A record of all decisions and expenditure incurred under delegated authority will be kept and reported to members when the council next meets, **and whenever possible, monthly updates of the records will be circulated to Councillors.**

(c) The authority to decide the council's response to planning applications be delegated to the Clerk, in consultation with the members of the Planning Committee or 3 councillors. Whenever possible, members of the Planning Committee (or 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. The date of the Council's decision will be published on the Council website and, whenever possible in noticeboards; and members of the public will be invited to submit comments by a date prior to the decision date.

(d) All contracts may be extended for 1 year and any urgent work arising may be awarded to persons who are known to the Council and have previously carried out similar work for the Council.

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

(f) In line with government advice, staff will be encouraged to work from home.

(g) Should the Clerk be unable to perform her duties, 3 appropriate Councillors will in conjunction arrange for a councillor to assume the role of Proper Officer and RFO in an unpaid capacity.

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

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