

Ponsanooth Parish Council

COVID: Ponsanooth Parish Council Plan

Adopted on 30th March 2020 through email circulation

Reviewed 6th July 2020 , 19th April 2021, 6th May 2021

Context

The ability for the Council to function as normal has been put at risk by the spread of COVID-19 (Coronavirus). This document sets out some contingency plans for continuing with essential parts of Council business.

Cessation of normal Council business

Closing the council for normal business. Including suspension of meetings, shall be put in place in the event of a tangible trigger as follows:

- Any pre-school, or primary school closures in the Parish expected to last longer than 7 days.
- Closure of any secondary school or further education college which services people in the Parish lasting longer than 7 days;
- Advice to close from relevant National or Local bodies such as Public Health England, NALC, Cornwall Council, Central Government;
- A confirmed or suspected case of infection in a member of staff, Councillor or a member of a household of staff or Councillors.
- The availability of a suitable venue for the Council to meet safely and adhere to current national COVID-19 restrictions.

The Clerk, in conjunction with the Chair of the Council and Vice Chair of the Council, shall have absolute discretion on the commencement of cessation of normal Council business, which will consider, but not be bounded by, the trigger points outlined above. They shall keep under review the cessation period and normal service shall resume at their discretion.

Action required from Staff and Councillors

Any person exhibiting symptoms of COVID-19 must ring NHS 111 and follow their advice. The Clerk must be informed immediately and the person must not conduct Council business in person until either a clear negative result from testing has been received, or until a quarantine period has been reached (advice on this to be taken by the person concerned from the NHS).

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Service Provision

In the event of close the council for normal business the following will apply:

Continuing with Activities	Process
Communication	Email shall be monitored by the Clerk. The website and social media will be maintained by the Clerk. 83163594 Cornwall Association of Local Council's have advised that virtual meetings can not take place and email and delegated authority should take place until COVID restrictions allow a physical meeting.
Payments	In the event of closure, where practicable the Clerk will collate invoices and make payments online on a fortnightly basis. Wages and salaries shall be paid on time and in full.
Planning	Notifications to be posted on the website and facebook, discussions to be made through email and decisions will be recorded on the register of delegated decisions and ratified at the next physical meeting.
Business continuity	The Council should adopt a broad delegation which will allow it to continue to operate outside of meetings until such time as national COVID -19 guidance and venue availability allows. If physical meetings do not allow, the council should use email and its website as far as possible to replicate debate and the gathering of public opinion. To ensure no exclusion, all adults must have been offered two Covid vaccinations for physical meetings to resume. The Annual meeting must take place to elect the Chairman and vice chairman and all other business to be deferred.
All other administrative functions	To be dealt with wherever practicable by the Clerk or otherwise postponed until normal Council operations resume.

Ceasing Activities	
Action Council, Committee and Working Group meetings Including NDP	NDP meetings can remain virtually online. The Annual Parish meeting must be a physical meeting to allow for the Chairman and Vice Chairman to take office. To keep this meeting as short as possible only this business to be transacted. This is only to be held following a satisfactory risk assessment. Attendance to physical meetings and events on behalf of the council will be cancelled until further notice. To be reviewed again in June 2021.

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Events	All Council events cancelled until advised otherwise. Attendance to outside bodies and events by any member of staff or Councillor to be cancelled until otherwise advised.
Contractors: Handy man	Work in the wider parish should continue until further notice. Should the advice be to cease work in the wider parish only activities that are a matter of urgency (i.e. public safety) will be instructed.

Pay and rights

In the event of the above plan being initiated all members of staff and contractors will retain any employment rights and receive full pay as set out as per their contract.

Review

This document has been adopted on Monday 30th March 2020. Under delegated powers this document will be reviewed at three monthly intervals or when deemed necessary by the Chairman, Vice Chairman and the Clerk.