

Portreath Parish Council –Business Cessation Plan

Covid -19 Emergency Plan Adopted on 23rd March 2020 at an Extraordinary meeting of Portreath Parish Council with Vice - Chairman Cllr. Stewart, Cllr. Ilett, Cllr. Hitchen, Cllr. Jose, Lucy Jose Clerk to the Council present. Emergency Plan reviewed May 22, amended to Portreath Parish Council Business Cessation Plan.



PORTREATH
PARISH COUNCIL

Context

Where the ability for the Council to cease to function as normal occurs, by either the risk of a spreadable disease, or other significant occurrence, 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 may be considered under the following circumstances:

- Any pre-school, nursery 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.

Closing of normal council business may include, but not limited to suspension of physical meetings, closure of the Public Toilets and or the parish office and community hub and limitations of services provided.

The Clerk, in conjunction with councillors, shall have absolute discretion on the commencement of cessation of normal Council business, which will take into account, 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.

Service Provision

In the event of reduced normal council business being required the following will apply:

Continuing with Activities	Process
Scheme of Emergency Delegation	<p>A Scheme of Emergency Delegation to the Clerk in conjunction with the council was adopted on the 23rd March 2020, and has been reviewed and reconfirmed at regular intervals.</p> <p>Following guidance from CORNWALL ALC to ensure business continuity where council meetings are cancelled or limited to urgent essential business only, the following resolution was made at the meeting held on the 10th January 2022:</p> <p>‘Portreath Parish Council delegates authority to the Clerk informed by consultation with members of the Council, to take any actions necessary with associated expenditure up to £1500.00 to protect the interests of the community and ensure council business continuity during the period of the Coronavirus pandemic where it is deemed inappropriate to meet.’</p> <p>During May 22 review wording of the scheme of emergency delegation to read:</p> <p>Portreath Parish Council delegates authority to the Clerk informed by consultation with members of the Council, to take any actions necessary with associated expenditure up to £1500.00 to protect the interests of the community and ensure council business continuity during the periods where it is deemed inappropriate to meet due to an emergency situation.’</p> <p>In the review of the financial regulations (April 2025) the following was adopted superseding the above scheme of delegation.</p> <p><i>5.19 The Clerk has delegated authority informed by consultation with members of the Council, to take any actions necessary with associated expenditure up to £2000.00 excluding VAT to protect the interests of the community and ensure council business continuity during the periods where it is deemed inappropriate to meet.</i></p>
Communication	Where practicable email shall be monitored by the Clerk. Where practicable the website and social media will be maintained by the Clerk.
Planning	<p>In the case of the Planning consultations, where time allows applications will be considered either at full or extraordinary of the council.</p> <p>Once notified of the planning application, details will be shared with councillors and on the parish council website and social media pages. Details of the meeting where the application will be considered will also be published for public wishing to attend and comment. At the meeting</p>

	<p>members will debate the proposal, and resolve to add their consultee comments on the Cornwall Council planning portal.</p> <p>Should it not be possible to consider planning applications at in the normal way, unless otherwise advised the following process will be adopted:</p> <p>The clerk will advertise on the council's website, social media pages and notice boards links to all planning applications received from the planning authority on the council's website, offering the public the opportunity to let the council know of any views. The notice should give a deadline for public comments to be made via the planning portal within 5 working days. (Giving advice that members of the public should contact the Clerk if this is not possible) At the same time the Clerk will circulate the list with links to all members of the council.</p> <p>At the end of the public opportunity to comment, the Clerk will forward a summary of the public comments received to all members for member comments giving a deadline for these to be received.</p> <p>Under the Emergency Scheme of Delegation, the Clerk and appropriate members will agree a council response which identifies relevant material considerations and may give local information or opinion. The draft response is then shared with members for any further comments, before being sent to Cornwall Council with the following statement:</p> <p><i>"Due to the restrictions placed on the council as a result of the (insert current emergency situation here) , this response represents the opinion of members of Portreath Parish Council identified through a consultation process and will be ratified at the next appropriate meeting of the council. "</i></p> <p>The Council's response can then be posted on the council's website.</p>
Payments	<p>Where practicable the Clerk will collate invoices and make payments online and a fortnightly basis. Wages and salaries shall be paid on time and in full and the use of standing orders or direct debits as appropriate be considered for regular payments.</p>
Business continuity	<p>The Council should adopt a broad delegation which will allow it to continue to operate outside of meetings until such time as the advice changes.</p> <p>Rather than using physical meetings, the council should use email and its website as far as possible to replicate debate and the gathering of public opinion.</p> <p><u>Essential Business That Can Only be Carried Out During a Physical Meeting</u> (e.g., appointing a Chairman, signing the AGAR forms, Co-opting Councillors, Awarding contracts)</p> <p>Keep meetings to essential business only</p> <p>Attendees follow government guidance at all time when attending meetings.</p> <p><u>Essential/Urgent Council Business</u></p> <p>Where practicable decisions to be deferred until it is safe to meet physically.</p>

	<p>Where urgent decision is required, decisions to be made under delegated authority by the Clerk in consultation with councillors.</p> <p>Where essential business must be transacted, the views of councillors and where relevant the public will be ascertained by email prior to the decisions being made under delegated authority.</p> <p>All decisions made under delegated authority to be ratified at a physical meeting of the council when safe to do so.</p> <p><u>Non- Essential Council Business</u></p> <p>To be deferred until it is safe to meet physically.</p>
All other administrative functions	To be dealt with wherever practicable by the Clerk or otherwise postponed until normal Council operations resume.

Circumstances which may trigger cessation of business activities:

- Government Guidance
- Staff or contractors unable to work: *illness, shielding, lack of childcare*
- Review of the emergency plan indicates further actions need to be considered.
- Triggers highlighted on page 1 of this document

Ceasing of Activities	
Physical meetings	<p>All physical meetings to be cancelled until further notice, including annual parish meeting, meet the clerk events.</p> <p>Attendance to meetings and events on behalf of the council will be cancelled until further notice</p> <p>Physical meeting of any groups working on behalf of the council will be cancelled.</p>
Communication	An out of office email alert will be set to explain details and signpost people to appropriate help.
Events	<p>All Council events cancelled until advised otherwise.</p> <p>Attendance to outside bodies and events by any member of staff or Councillor to be cancelled until otherwise advised.</p>
Public Toilets	When advised by the relevant body the Public Toilets shall be locked and closed, and cleaner contractors shall remain at home. If the advice allows for cleaners to remain working in Public Toilets, they shall remain open as normal.
Parish Office & Community Hub	When advised by the relevant body the office & community hub will be closed. Events and booking cancelled. Staff will work from home.

Contractors	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.
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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 was adopted on Monday 23rd March 2020. Under delegated powers this document will be reviewed when deemed necessary by the Clerk in conjunction with the council.

Next Review Due:

Date	Review	Actions	Sign
11 th January 2020			L Jose
4 th May 2020			L Jose
5 th January 2021			L Jose
12 th April 2021			L Jose
4 th May 2021		Amended Business Continuity and Planning section and removed meetings section.	L Jose
10 th January 2022		Added section 'Scheme of Emergency Delegation' Remove references to NDP SG Correct typing errors Remove recommendations for handling planning for 5-day notice protocol Reword of document reviewing procedures	L Jose
9 th May 2022		<ul style="list-style-type: none"> - Change name of plan to: <u>Portreath Parish Council – Business Cessation Plan</u> - <u>Remove section 'Action required by staff and Councillors'</u> - <u>Business continuity, Scheme of Emergency Delegation - Reword Emergency Scheme of Delegation approval to read: Portreath Parish Council delegates authority to the Clerk informed by consultation with members of the Council, to take any actions necessary with associated expenditure up to £1500.00 to protect the interests of</u> 	L Jose

		<p>the community and ensure council business continuity during the periods where it is deemed inappropriate to meet due to an emergency situation. '<u>Service Provision, Planning</u>- Remove reference to Covid-19</p> <ul style="list-style-type: none"> - <u>Service Provision, Business Continuity</u> – Remove reference to Covid-19 social distance measures - <u>Review</u>, amend emergency delegation to 'Clerk in consultation with councillors' - <u>Retitle Review Section</u> 	
15 th May 2023		- No action required	L Jose
12 th May 2025		<ul style="list-style-type: none"> - Pg .1 Added reference to parish office & community hub - Pg 2. Brought scheme of delegation inline with the financial Regulations as adopted 07/04/2025. - Pg 4. Measures added for the Parish Office & Community Hub - Pg 5. Reference to specific contractors and contract removed. 	