

OTTERHAMPTON PARISH COUNCIL

Draft Business Continuity Motion to Council

As at 17.3.20

For discussion at the Extraordinary meeting 21.3.20

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 2 signatories per cheque as per the Bank Mandate is mandatory.

(b) Any decisions taken under resolution (a) above will be taken, whenever possible, in consultation with the Chair and Vice Chair 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 and Chair and Vice Chair of council. Whenever possible, 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) In line with government advice, the Clerk will continue to work from home.

(f) Should the Clerk be unable to perform her duties, the Chair will assume the role of Proper Officer and RFO in an unpaid capacity.

(g) The Clerk, in consultation with the Chair and Vice Chair, 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. Any such expenditure will be clearly itemised within the accounts.

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

Signed:

Date:

(Chair)