

To Shouldham PC Business Continuity Plan

**RECORD OF ACTIONS AND DECISIONS TAKEN USING DELEGATED AUTHORITY DURING A
DISRUPTION TO PARISH COUNCIL BUSINESS**

Event COVID-19 Date Initiated 16 Mar 20 Date Closed _____

Item Date	Action/Decision	Action by/Cllr consulted	Ratification Minute ref & Follow up required
1. 16 Mar 20	Scheme of Delegated Authority initiated to allow Clerk to act as required for business continuity and COVID-19 specific task with consultation with Chairman.	Clerk/Chairman	61/20 – Review BCP at cessation of event.
2. 16 Mar 20	Chairman proposal to cllrs on actions required by Council in response to COVID-19. Topics: 'Umbrella' support for Shouldham Contingency Emergency Team	Clerk/Chairman	61/20
3. 24 Mar 20	Toilets & Play Park closed and signs put up as provided by BC.	Clerk/Chairman	61/20 – To be re-opened post event.
4. 23 Mar 20	Website COVID page set up with Facebook page for PC to push notifications for rapid information dissemination.	Clerk/Chairman	61/20 – Review requirement for PC Facebook page post event.
5. 30 Mar 20	Open Letter to the Public regarding the Warren Car Park. Advice and interpretation of the Social Distancing guidance sought from the Norfolk Constabulary. Car park not on the FE closed park list.	Clerk/Chairman	61/20
6. 4 Apr 20	Email complaint from parishioner regarding Clerk's alleged excessive influence over PC decisions and 'Dangerous' open letter in contravention of the guidance. Response provided by Chairman explaining delegated authority and fact check. No further action.	Chairman/Clerk	61/20 – Chairman reiterated that any review would take place after COVID-19 event to ensure no disruption in focus on support to the community.
7. 7Apr 20	Social Distancing Restrictions preventing payments in a timely manner; Online Banking to be set up to allow continuity of payments. Clerk to be added to bank authorised signatories.	Clerk/Chairman/Cllr Matthews.	77/20.b.

8. 6&7 Apr 20	NALC guidance on Coronavirus Act 2020 received: Statutory deadlines for Annual Meetings extended to 7 May 2021, dispensation to hold virtual meetings, accounts deadlines deferred (Draft accounts to be approved by 31 August)	Clerk/Cllrs Info	59/20 – Review APM post restrictions and AM of the PC deferred to 26 Apr 2021.
9. 16 Apr 20	Bowls Club request for a 'Rent Holiday' due to COVID 19 financial impact. Chairman and RFO confirmed 6 month rent holiday – annual rent reduced to £400 due payment in Sept	RFO/Chairman	61/20 – RFO to ensure invoice amended and sent in Sep 2020 assuming business income of the Bowls club resumed.