

## **Business Continuity Motion to Brompton Regis Parish Council**

In light of the Coronavirus (Covid-19) pandemic and government advice, this council (Brompton Regis Parish Council, BRPC, the 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.
- (b) Any decisions taken under resolution (a) above will be taken, whenever possible, in consultation with the Chairman of the Council and one other Parish Councillor. 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, in consultation with the Chairman after all parish councillors are informed of applications on which the Parish Council has been consulted and invited to submit comments to the Clerk or Chairman by a specified date.
- (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) Should the Clerk be unable to perform their duties, a parish councillor will assume the role of Proper Officer and RFO in an unpaid capacity on a short term basis while we recruit an interim or new clerk.
- (f) The Clerk, in consultation with the Chairman and at least one other Parish Councillor, may incur expenditure up to £100 from the Council's reserves where such expenditure will help the community's efforts to support those in need of assistance or prevent social isolation. Where additional funds are required or requested all Parish Councillors will be consulted by email and a timetable given for responses
- (g) Should government allow councils to meet virtually (online), the council will take all reasonable steps to facilitate this.
- (h) The Clerk will seek to keep the Parish Councillors informed of government guidance on COVID-19 as it applies to the life of the parish and will seek to ensure that up to date information is displayed on parish noticeboards and the community website.

This motion was passed by BRPC through email consultation on 30<sup>th</sup> March 2020