

Landrake with St.Erney Parish Council (Emergency) Business Continuity Plan (March 2020)

Following the advice from the Government, Landrake with St.Erney Parish Council will not be meeting in person for the foreseeable future. This document sets out how the Council will continue to act until such time as the legislation provides for a practical alternative.

Councillors have agreed an Emergency Scheme of Delegation 'to delegate authority to the Clerk, in consultation with the Chairman and Vice-Chairman (or other Councillors in their absence), to take any actions necessary with associated expenditure to protect the interests of the community and ensure Council business continuity during the period of the pandemic Coronavirus, informed by consultation with Councillors'.

There are a number of key issues that the Parish Council needs to continue to process during this period and it has agreed to carry out these functions as follows:

Planning Applications:

1) For each application, a summary of any public comments will be circulated to all Councillors for their comments. In accordance with GDPR Regulations, this summary will not contain any personal information unless the commenter has specifically requested that this be included. Councillors will be given a further 3 working days to consider the public comments.

2) Following this, under the Emergency Scheme of Delegation, the Clerk and Chairman (or appropriate Councillors) will agree a Council response to each application which identifies relevant material considerations and may give local information or opinion. A draft response will then be shared with all Councillors who will have 2 working days to advise the Clerk of any comments. At the end of the 2-day period the response will be sent to Cornwall Council.

3) If the matter is referred back to the Council under the local council protocol, the Emergency Scheme of Delegation will allow the Clerk to respond on behalf of the Council.

Process Payments due:

Under the emergency scheme of delegation, the Clerk, and the Chairman will sign and authorise cheques to be made payable, in consultation with the Vice-Chairman for monthly bills. In the event that the Chairman is not available, then this function will be delegated to one other of the nominated cheque signatories. Councillors will be kept informed and consulted before payments are authorised.

All payments and decisions made will be recorded on the 'Emergency Scheme of Delegation' register publicly available on the Parish Council website.

Respond to Other Issues:

From time to time, other matters will need to be determined. In such cases, the Clerk will consult the Chairman and Vice-Chairman before making any such decisions and will notify all Councillors each time this occurs.

Recording Decisions:

A record of any decisions taken under the Emergency Scheme of Delegation will be recorded by the Clerk and ratified when the Council is next able to hold a meeting.