

**Westbourne Parish Council, Thursday 12 March 2020**  
**Item 21: Business Continuity Plan**

The Parish Council agreed to act on any guidance provided by the government, the National Association of Local Councils and the Sussex and Surrey Association of Local Councils. It is recommended that members read the guidance provided by WSCC regarding coronavirus (COVID-19)

[https://content.govdelivery.com/attachments/UKWSCC/2020/03/03/file\\_attachments/1391241/COVID-19%20Guidance%20Note%20to%20members%20020320.pdf](https://content.govdelivery.com/attachments/UKWSCC/2020/03/03/file_attachments/1391241/COVID-19%20Guidance%20Note%20to%20members%20020320.pdf)

**Residents are advised to check the Parish Council's website and Facebook page for updates.**

- Members to give apologies to meetings in case of illness or if a period of self-isolation is required.
- If the Parish Council does not have a quorum of three, meetings will be rearranged to another suitable date.
- If the Clerk is unable to attend meetings due to illness or if a period of self-isolation is required, other Clerks in the local area will be asked to cover meetings. SSALC may also be able to help find a locum clerk. If no support is available, meetings will be postponed until the Clerk is able to attend.
- During a period of self-isolation, the Clerk would be able to continue to work from home.
- The Parish Council's sickness policy will apply if the Clerk is unable to work due to illness.
- If community and public halls are closed, the Parish Council may need to find an alternative place to meet.
- The Parish Clerk will give members the password for the Parish Council's email account, clerk@westbourne-pc.gov.uk
- The Parish Council may need to find another provider for the taxi-bus or may need to cancel the service for a period of time.
- The Clerk will arrange for Ann and Nigel to have access to internet banking and will train all bank signatories on how to set up an online payment.
- The Parish Council will ensure public venues/events have access to hand washing facilities/hand sanitiser. All residents/members/staff will be advised to wash their hands before and after meetings/events.
- All equipment will be cleaned before and after use.
- It is the Parish Council's policy to inspect the playgrounds weekly during British summertime and fortnightly during the winter. If the playground inspector is unable to carry out inspections, a rota will be put in place for members to inspect them. If inspections cannot be carried out, it may be necessary to close the playgrounds to the public. More advice on the frequency of inspections is at <https://www.rospea.com/Play-Safety/Advice/Inspection-Maintenance>.
- It is recommended that refreshments are not served at meetings and that attendees bring their own.
- Non-essential meetings and events will be postponed and/or cancelled.