

Gerrans Parish Council
Covid-19 Risk Assessment and Continuity Plan
Adopted 1st April 2020

Risk areas	Risk(s) Identified	Assessment / Action	Status
A. Assets/property			
1. Church Close	Infection (Gym equipment)	Tape off equipment and put up signage	Done
2. Playground	Infection (Play equipment)	Close playground and put up signage	Done
3. Tatams toilets	Infection (taps, surfaces, handles)	Close toilets and put up signage	Done
4. Percuil toilets	Infection (taps, surfaces, handles)	Close toilets and put up signage	Done
5. Car parks	Infection of public (P&D machine) Everyone pushes ticket button	Put up signage advising not to touch machine with uncovered hand	Done
	Infection of clerk (counting coins)	Risk minimal Can wear gloves and continue	Agreed
	Financial risk if no car park income	Worst-case accumulated losses assessed. Considered sustainable in 2020/2021 from reserves	Keep under review
B. Personnel			
1. Councillors	Infection at meetings. Serious for those over 70	Physical meetings cancelled pro tem.	Done
2. Clerk and RFO	Infection at meetings.	Physical meetings cancelled pro tem.	Done
C. Services			
1. Bin emptying	Health hazard if bins overflowing because not done	See email from contractor 28/03/2020 Recommend pay full contract as normal.	Agreed
2. Grass cutting	Untidy appearance	No risk to public	Agreed
3. Street sweeping	Untidy appearance	No risk to public	Agreed
4. Footpath cutting (Village paths and SWCP)	Possible safety hazard if not done	See email from contractor 29/03/2020 Recommend pay full contract as normal.	Agreed
D. Core Activities			
1. Meetings	Annual Council Meeting and Annual Parish Meeting	Currently obliged to hold in May	Awaiting further guidance
	Other meetings	All meetings now cancelled. See 2 below	Done

Risk areas	Risk(s) Identified	Assessment / Action	Status
D. Core Activities			
2. Business continuity	Ability to continue to operate with no conventional meetings	Put in place Emergency Scheme of Delegation as per CC/CALC guidance. Resolution can be agreed by email. See Appendix 1 for Resolution text	Done
3. Finance/payment of bills	Current cheque system not viable	Clerk to be allowed to access internet banking. Authorised limits to be agreed. See Appendix 3.	Agreed
4. Planning	Need to maintain a proper process for considering planning applications.	Adopt a mechanism based on that recommended by CALC in their briefing 17/03/2020. See Appendix 2	Done
5. Year end audit and Annual Return	Compliance failure	Reporting deadline extended until 30/09/2020 Clerk to complete necessary work as normal and liaise with internal auditor.	Work is in progress
E. Covid-19 public response			
1. Core policy	Support RSPG initiative without impeding their efforts and respond to any requests for assistance	Set up liaison between clerk and Chairperson of RSPG to make aware of our policy	Done. RSPG agreed.
2. Keeping current	Need to be aware of latest guidance	Clerk to forward to members relevant information bulletins received from agencies such as CC and CALC	Ongoing
3. Vulnerable people	Ensure all are known to RSPG	Clerk's email to Councillors 27/03/2020	Ongoing
4. Communication	Ensure public is informed of PC developments	Letter drop(s) and publications on notice boards and web page Use temporary new website	Ongoing Agreed
5. Funding	RSPG needs support	We can make S137 grants as "expenditure which will bring direct benefit to our area" Current limit is £8.32 per elector so up to approx. £5.8K could be made available.	Agreed
	Parish Charity	S137 grants again (if required)	Agreed
6. Wider response	Roseland-wide	Possibly set up a social emergency fund across the 5 Parishes to support other community initiatives. Or individual Parishes to target their own resources according to identified need. Clerk to liaise	Agreed

Gerrans Parish Council
Covid-19 Risk Assessment and Continuity Plan
Adopted 1st April 2020

Appendices

1. Resolution for Emergency Scheme of Delegation

“The Council delegates authority to the Clerk in consultation with the Chairman 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 the members of the Council. The clerk will keep a register of all decisions taken under delegation, associated expenditure and reasons for the decision”

2. Planning procedure

- i) The clerk will forward applications to Councillors as they arrive in the PC’s consultee inbox as at present, and advertise on the council’s website links to all applications received, offering the public the opportunity to email the clerk with any views. The notice should give a deadline of 5 working days for public comment. The public should be advised that under GDPR their identity will not be disclosed without express permission.
- ii) At the end of the public opportunity to comment, the clerk will forward a summary of the public comments received, if any, to all members for their comments for a period of a further 5 working days.
- iii) During this period the Planning Working Group will liaise remotely to appraise each application and communicate their appraisal via email to all members. Site visits will not be undertaken for the duration.
- iv) On a monthly basis, under the Emergency Scheme of Delegation, either by email or by informal virtual meeting, the Clerk and members will agree a council response to each application which identifies relevant material considerations and may give local information or opinion. The agreed response will be drafted by the Chairperson of the PWG and sent to Cornwall Council by the clerk with the following statement:
“Due to the restrictions placed on the council as a result of the pandemic Coronavirus, this response represents the opinion of members of Gerrans Parish Council identified through a consultation process and will be ratified at the next appropriate meeting of the Council. “
- v) The Council’s response may then be posted on its own website.
- vi) If the matter is referred back to the Council under the 5-day protocol, the Emergency Scheme of Delegation will allow the clerk to take any appropriate action to respond on behalf of the Council. As the Council’s opinion will not have been gained through the normal public process, unless members have been able to agree a further response by email, the default response will be:
‘due to the restrictions placed on the Council as a result of the pandemic Coronavirus, it has been unable to consult further and therefore has nothing further to add’.

3. Internet banking payment limitations

The clerk is authorised to be the Primary User of the HSBC internet banking facility and to make any payment which is part of an agreed contractual arrangement, any amount within the limits set by the PC's Financial Regulations, and any other amount authorised under the Emergency Scheme of Delegation (see resolution in Appendix 1). Authorised payments to be subject to a maximum of £8,500 per month. Specific and evidenced extra authority from a majority of Councillors required to make any payment in excess of this limit.

The clerk will provide a monthly list of payments and bank reconciliations for all accounts.

END OF DOCUMENT