



# NEWPORT (Shropshire) TOWN COUNCIL

The Guildhall, High St, Newport, Shropshire, TF10 7AR

Tel: 01952 814338

7<sup>th</sup> March 2020

Dear Sir / Madam

I hereby give you notice that there will be an **ORDINARY MEETING** of the **TOWN COUNCIL** commencing at **6.00 p.m.** on **Wednesday 13<sup>th</sup> May** via zoom.

Your attendance is requested.

**Clerks Note:** *Town Councils are temporarily able to hold remote meetings due the current pandemic Covid 19 health crisis, therefore during the current period and in line with government health guidelines, this scheduled Town Council meeting will be held via Zoom. Password and links will follow. Members of the public wishing to participate should contact the Town Clerk providing their details and e-mail address.* ✉ [enquiries@newportsaloptowncouncil.co.uk](mailto:enquiries@newportsaloptowncouncil.co.uk)

Yours faithfully

*Electronically signed*

Sheila Atkinson - Town Clerk

## A G E N D A

- 1) To receive apologies for absence.
- 2) To receive declarations of interest in respect of items on this agenda

### **Town Council Business Continuity Strategy and Policy**

- 3) Members are asked to consider formally adopting a strategy policy and form an emergency working group to ensure that the council can continue to function and provide its services during the current COVID-19 health pandemic.

Members are asked to **Approve** or **Otherwise**:

- a. The Strategy and Suggested Policy – *previously circulated to Cllrs.*
- b. To agreed an Emergency Working Group comprised of The Mayor, Deputy Mayor and Chairman of each of the Standing Committee (L&ES, R&F, CS,& P&ED)

- 4) **Scheme of Delegation** To consider extending the delegation of Council decisions to the Clerk during any period of restricted activity declared by the Government in respect of the Covid-19 virus. Such delegation to enable the Council to fulfil its responsibilities to its residents.
- 5) **Election of Chairman** To consider *Regulation 4 – (“the 2020 Regulations”) “Where an appointment would otherwise be made or require to be made at an annual meeting of a local authority [e.g. the election of chairman], such appointment continues until the next annual meeting of the authority or until such time as that authority may determine”.*

Members are requested to **Approve** or **Otherwise** that the existing chairman and vice chairman, will remain in office until an annual meeting can be held, even if that is not until May 2021.

## 6) Reports and Correspondence

1. To note the finance statements from March and April.
2. To Consider, Note and Delegate authorise signatories for financial transactions including the end of year return for submission to the internal auditor.
3. To note correspondence regarding the pledge to the T&W Kindle appeal.

### Distribution to:

**CIIs:** Bailey, Fowler, Garvey, Good, Harper, Janke, King, Lloyd, Nelson, Perry, Scott, Syrda,

**Information:** Council Website Guildhall Notice Board

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## MODEL DOCUMENT: Pandemic Contingency Plan Policy

In addition to Newport Town Council disaster contingency plan, the Council recognises the need to have a separate pandemic plan and procedure.

The reason for this is that a general continuity recovery plan focuses on a short-term recovery programme whereas, for example, in circumstances where a public health emergency is confirmed such as the Corona-virus, the effects of the pandemic could last many months.

The following procedure sets out the contingency measures that the Council will bring into effect in during the current crisis.

The procedure aims to ensure that the Council will be able to operate its business to the best of its abilities in such an event while protecting, as far as is reasonably possible, its Councillors, Employees, Contractors and Volunteers.

### Procedure

The Clerk and Councillors are responsible for ensuring that employees understand the Council's pandemic recovery plan policy and procedure. Employees are responsible for familiarising themselves with the procedure and should speak to the Clerk should they have any questions.

The Council will identify a Pandemic Crisis Management Team. The team will consist of the Clerk, Town Mayor, Deputy Mayor and chairman of standing committees; Community Safety, Leisure & Environmental Services, Resource & Finance and Planning & Economic Development.

Members of the Pandemic Crisis Management Team will be trained in how to respond to a pandemic. Members of the team will be expected to exercise leadership and make operational and business decisions in accordance with delegated authority.

As a contingency measure, employees will be trained in various functions to ensure that adequate cover is provided in different roles.

A pandemic communications strategy will be developed to ensure that employees are provided with up-to-date and accurate information on the status of the pandemic. Information will be provided to employees via e-mail and through team meetings.

As well as other important information, employees will be briefed on the symptoms of the virus and who to contact should they believe they, or a colleague, has the virus. Employees will also be provided with instructions regarding personal hygiene to avoid spread of the virus.

The Council's leave and absence policies will be reviewed as the status of the pandemic changes. This includes the Council's policies on sickness absence, time off for dependants and bereavement leave.

Employees may be required to observe several measures put in place to keep the risk of infection to an absolute minimum. Whilst advice will be published at the time in question to ensure it is specific to the pandemic, it is likely that rules will include:

- Social distancing at work such as maintaining at least one metre distance between participants in essential meetings to provide delivery of essential services.
- Avoiding unnecessary travel
- Cancellation of face-to-face meetings
- Working from home
- Increased levels of hygiene management including keeping hands clean and coughing and sneezing into tissues which are immediately disposed of safely.
- A requirement for employees to adhere to Government guidance on management of symptoms and self-isolation where recommended.

The above policy and procedure will be continuously reviewed and updated to take account of the changing status of a pandemic.

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