

**SOUTH CROXTON
PARISH COUNCIL
BUSINESS CONTINUITY PLAN**

Reviewed on 8th April 2024

Signed

Date 8th April 2024

SOUTH CROXTON PARISH COUNCIL BUSINESS CONTINUITY PLAN

This plan eliminates the risk of the Parish Council being unable to continue its business through the loss of key persons or in other unexpected circumstances. The plan will be reviewed annually.

1. ELECTRONIC RECORDS

a) Location

The textual and spreadsheet records are held on the computer, backed up on a passport drive and saved to Cloud. Emails are either hard copied where case related or accessible via the 'Local Councils' email facility <https://webmail.localcouncils.org/>.

Access passwords to the computer and email files are contained in a sealed envelope held by the current Parish Council Chairman. Password is changed on change of Chairman.

b) Access to Computer records

Computer files are stored using a logical file structure within a 'Documents' or 'Download Folder'. Within the Documents folder a link to 'Main Files' provides access to subjects structured in folders. A Financial Working Account 'CASHBOOK' for each year shows status of income and expenditure for the current year and relevant status of Reserve funds. The system provides quarterly balance sheets and provision for annual statements. It is based in Excel.

Forms and useful documents may be found in the 'Templates' folder of the main files computer.

2. HARD COPY RECORDS

All files are held at the home of the clerk, archived files are securely deposited in the filing cabinet under lock and key.

3. GENERAL INFORMATION

a) MEETINGS

Ordinary P C meetings are held monthly excepting August of each year. The meetings dates are scheduled for the first Monday of each month and rent is paid for use of the Village Hall.

Annual Parish Council Meeting MUST be held in May.

Annual Parishioners' Meeting called by the Chairman

Usually very brief – Chairman produces a report for the year & a question & answer time for parishioners is allowed. Held anytime between 1st March and 1st June. Usually held on same date as Annual Parish Council Meeting. In election year the meeting must be on 4th day after date of election OR within 14 days (excl. bank hols and weekends). At Annual Parish Council Meeting elect a Chairman (must sign Declaration of Acceptance of Office).

At Annual Parish Council Meeting review each item on list of Parish Council policies, Orders and Regulations, Register of Members Interests (Renewed in Election Year, FOI Occurrences, Insurance compliance and fidelity, and amend where necessary.)

Any change of Councillor or change in Members' Interests must be declared to the Parish Council and the Legal Department of Charnwood Borough Council informed.

b) MINUTES & AGENDAS

Agenda for meeting and last meeting minutes sent to all parish councillors not less than 3 clear days before meeting.

Agenda to be posted on the Parish Council notice board in village giving 3 days clear notice.

- Not Sundays, Bank Holidays, or day of sending and day of meeting. Draft minutes to be included on the leicestershireparishcouncils.org website.

AUDIT OF ACCOUNTS

Accounts year from 1st April to 31st March. Internal Auditor to carry out audit of Parish Council Records and is appointed by LRALC. The clerk is required to complete all paperwork for the external Audit even if the Parish Council qualifies as exempt from the limited assurance review.

c) ACCOUNTS

All on computer:

Bank accounts with Natwest.

Current Account and Reserve Account

Annual budget to be produced in time for determining Precept for the following year to Charnwood Borough Council. They inform the Parish Council (usually October) when they require the Precept application (usually early January) and provide an application form. Precept is paid into the Current Account at the end of April and September each year in 2 equal amounts.

Direct access to Natwest bank accounts by computer is not permitted. Instructions by letter for transfers between accounts, cheques, and other transactions are to be authorised by at least 2 Councillors signatures. Status checks of bank balances are by bank statements and/or clerks personal visits to bank. There are no cash transactions.

d) PLANNING

Planning applications for properties in the parish are received from Charnwood Borough Council by email.

The applications are to be promptly passed to parish councillors to ensure their response within the time allowed.

It may be necessary to remind Councillors if a response is not forthcoming when close to the deadline (see date on CBC planning application letter).

Send the Parish Council response to Charnwood Borough Council –via the planning website.

CORRESPONDENCE

If the correspondence is urgent and needs a reply before the next PC meeting, photocopy and circulate to each Councillor asking for a response.

Always check that all councillors agree to a letter you are sending out – this is especially important if the contents are controversial or have legal implications. Letters are sent by the Clerk from the Parish Council as a whole and not by individual Councillors.

e) LRALC

Leicestershire & Rutland Association of Local Councils – the Parish Council holds membership – are very helpful. They run training courses for councillors and clerks and will help if at all possible.

f) LEGAL

Refer to NALC guidance on the website.

4. LIST OF PARISH COUNCIL OWNED EQUIPMENT

The following electronic and administrative equipment is in the ownership of the Parish Council

- Lap Top Computer – Toshiba Satellite Pro R-50 -c - 190
- Logitech mouse
- Printer
- Stationery
- Postage Stamp stocks

----- end of policy