



# ST AGNES PARISH COUNCIL

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## COVID-19: Council internal plan

Adopted 13<sup>th</sup> March 2020

### Context

The ability for the Council to function as normal may be put at risk by the spread of COVID-19 (Coronavirus). This document sets out some contingency plans for continuing with essential parts of Council business.

### Cessation of normal Council business

Closure of the Council offices, the Library and potentially the Public Toilets shall be put in place in the event of a tangible trigger as follows:

- Any pre-school, nursery school, or primary school closures in the Parish expected to last longer than 7 days.
- Closure of any secondary school or further education college which services people in the Parish lasting longer than 7 days;
- Advice to close from relevant National or Local bodies such as Public Health England, NALC, Cornwall Council, Central Government;
- A confirmed or suspected case of infection in a member of staff, Councillor or a member of a household of staff or Councillors.

The Clerk, in conjunction with the Chair of the Council and the Chair of the HR Committee, ***shall have absolute discretion on the commencement of cessation of normal Council business***, which will take into account, but not be bounded by, the trigger points outlined above. They shall keep under review the cessation period and normal service shall resume at their discretion.

### Action required by staff and Councillor

Any person exhibiting symptoms of COVID-19 must ring NHS 111 and follow their advice. The Clerk must be informed immediately and the person must not conduct Council business in person until either a clear negative result from testing has been received, or until a quarantine period has been reached (advice on this to be taken by the person concerned from the NHS).

### Service Provision

In the event of Council building closures, the following will apply:

Continuing activities	Process	Personnel
Communication	The office answerphone shall be set to explain the closures and signpost people to use email to communicate with the Council. Email shall be monitored by staff from home where possible at least twice daily on their normal days of work. The Clerk and Deputy Clerk shall liaise with each other and update social media and the Council website.	LD, CC
Payments	In the event that a closure is in place at a time when the previous pay-run was made more than 4 weeks prior, the Deputy Clerk shall attend the office (which shall remain closed to the public and Cllrs), collate invoices and make payments online. Payments will be authorised retrospectively the next time the Full Council meet. All wages/salaries shall be paid on time and in full and the Clerk or Deputy Clerk can make the necessary arrangements for this to take place.	CC, LD

Burials	The Admin Officer whose normal role is to conduct burial administration will attend the office (which shall remain closed to public and Cllrs) twice per week – at midday on a Monday and a Thursday – to check if any urgent burial matters need attending.	AT
<b>Ceasing activities</b>		
<b>Action</b>		
Council, Committee and Working Group meetings	All meetings to be cancelled until further notice. Clerk and Deputy Clerk to maintain communication with Cllrs and the public per above mechanisms. In the case of the Planning Committee, if a normal meeting has been cancelled, a meeting will be arranged as soon as possible upon re-commencement of Council activities.	LD, CC
Meeting room bookings	All to be cancelled until further notice. Monies paid by outside groups to be offset against future bookings.	AT
Library service	In conjunction and agreement with Cornwall Council – the building and service shall be closed until further notice. Library staff to maintain email and social media communications with the public. Library Manager to place notices in the building.	AL, EP, RG, JP
Events	All Council and library events cancelled within the known period of closure. Attendance to outside bodies and events by any member of staff or Councillor to be cancelled within the known period of cessation of normal services.	LD, CC
Public Toilets	If advised by a relevant body, Public Toilets shall be locked and closed, and cleaners shall remain at home. If the advice allows for cleaners to remain working in Public Toilets, they shall remain open as normal.	HT, JP
Handyperson activities	Working from home (i.e. not 'in the community') should take place if possible. Work in the wider parish should halt until further notice unless it is a matter of urgency (i.e. public safety).	BB
All other administrative functions	To be dealt with wherever possible by staff working from home or otherwise postponed until normal Council operations resume.	LD, CC, AT, AL

### Pay and rights

In the event of the above plan being initiated all members of staff will retain full employment rights and receive full pay as set out in their normal contracted hours.