

# Kingsteignton Town Council

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Mayor's Charity 2019/2020

#DoltForDeaks

A project to end the stigma around  
mental health and suicide

Kingsteignton Town Council has declared a Climate Emergency

## Operational Contingency Plan for the Corona virus threat

The ability for the Town Council to function as normal may be put at risk if the spread of the Corona virus increases to a significant level. This Plan is intended to set out contingency plans for continuing with the essential/core parts of the Council business in this event.

**The Town Clerk has delegated authority** to close the Council offices as a result of any one of the following triggers:

- Widespread school closures expected to last longer than a week
- Public Health England advice to close public places
- NALC advice to close Council offices to the public
- A confirmed case of infection in a member of staff, councillor or a household member of staff or councillors

The decision to close the offices and for staff to work from home as far as possible will be made by the Town Clerk and, where possible, by the Mayor and Deputy Mayor

### Action required by staff and councillors

Any member of staff or councillor exhibiting symptoms of the virus must self-isolate and ring NHS 111 for advice on how to get tested.

The Town Clerk must be advised immediately and the member of staff or councillor must not return to the office until a clear result from the testing has been received.

The Town Clerk will advise all staff and councillors if anyone has found it necessary to self-isolate.

Staff in self-isolation will continue to be paid at full rate during the quarantine period.

### Service provision

In the event of office closure the following will apply

Council activities that must continue	Process to be put in place
Responding to phone calls	Set answerphone message giving callers staff e-mail addresses
Responding to e-mails	The Clerk and Deputy Clerk can access their emails from home.
Invoice payments	Two payment runs processed per month. The Finance Officer would come into the office to print

Town Clerk,  
Mrs Carol Lakin,  
Kingsteignton Town Council,  
Community Hall,  
Rydon Road,  
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	<p>invoices and open post.</p> <p>A scan of the invoice in the payment run would be shared with Town Clerk for her authorisation.</p> <p>The scan of the invoices would then be sent by e-mail to two councillors to check and authorised for payment.</p> <p>After authorisation the Finance Officer would process the payment run and make payments</p>
Social media communications	<p>Social media as required where possible.</p> <p>Any documents for the website would be e-mailed to the Admin Assistant to upload.</p>

<b>Council activities that would be cancelled</b>	<b>Action required</b>
Full Council, committee and working group meetings cancelled	Town Clerk to advise members and notify the Communications Officer to update the website.
Community Hall Closure	Publicise closure on the Community Hall front door advising that information can be found on <a href="http://www.kingsteignton.gov.uk">www.kingsteignton.gov.uk</a> and our social media site
Community bookings cancelled	<p>Hirers of the Community Hall to be notified with a statement being added to the Town Council website and social media. Refund rules for bookings to be relaxed and refunds to be made in full.</p> <p>Town Clerk to notify the Caretaker to cancel opening and closing duties</p>
Council events cancelled	Any Council events to be cancelled with the Mayor adding a statement to the Town Council website and post on social media.
Cleaning of Community Hall	Town Clerk to arrange for a one-off deep clean of both the Community Hall (all rooms and They Rydon Room) and Council Officers on closure.

**NB:** In the case of the Community Hall and Council Offices being closed all Council meetings will be cancelled. Any important issues that need to be addressed will be dealt with by email between councillors and officers.