

STALBRIDGE TOWN COUNCIL

Clerk: T Watson

TheHub@Stalbridge

Station Road, Stalbridge, Sturminster Newton, Dorset, DT10 2RG.

Tel 01963 364276.

Email: clerk@stalbridgetowncouncil.gov.uk

COVID-19: Council internal plan / scheme of delegation Adopted for the period up to and including

5th May- 21st June 2021

Context: No Virtual Meetings Beyond 7th May 2021 . The Secretary of State for Housing, Communities and Local Government, Robert Jenrick MP, has written to council leaders about remote meetings to confirm that the government has considered the case for extending legislation very carefully and has concluded that it is not possible to bring forward emergency legislation on this issue at this time.

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 based on national rules .

Action required by staff and Councillor

Any person exhibiting symptoms of COVID-19 must ring NHS 119 and follow their advice. The Clerk must be informed immediately and the person must not conduct Council business in person until the quarantine period has been reached.

Service Provision

Continuing activities	Process	Personnel
Business	Business to revert to core services & legislation compliance only until normal Council operations resume after the 21 st June 2021.	Not delegated
meetings	Remote meetings are only permitted up to 07/05/21. From 25/06/21 public meetings will resume arrangements for meetings delegated	TW/ SW/ JC & MR
Public communication & access	Up to 07/05/21 Agendas for remote meetings will be posted in the normal manner on the Town Council web site on the Thursday of the week preceding the meeting date. Members of the public can access the remote meetings via phone link. The deadline to register is noon on the Monday preceding the meeting. From 25/06/21 public meetings will resume terms and arrangement for public access delegated to.	TW/ SW/ JC & MR
Provision of Office services	It is the intention to resume normal Office Services from the 25.06.21. <i>(A sealed envelope with PC passwords and banking log in provided to Town Council Chairman. The council appoints the Chairman & the HR Chairman to undertake the work of the Responsible Financial Officer when the Responsible Financial Officer is absent.)</i>	TW / KG / HH
Communication	Working groups for meetings and the hub opening and the POSAG may communicate via e-mail phone or MS teams.	
Payments between 07/05 & 21/06/21	In conjunction with the meetings calendar payment in June would be due to go out week commencing 13 th June. For the period to 21/06/21 the Clerk shall collate invoices and make payments online. Payments will be checked and authorised electronically by nominated members and reported retrospectively at the July meeting All wages/salaries shall be paid on time and in full.	TW / HH / JC

STALBRIDGE TOWN COUNCIL

Clerk: T Watson

TheHub@Stalbridge

Station Road, Stalbridge, Sturminster Newton, Dorset, DT10 2RG.

Tel 01963 364276.

Email: clerk@stalbridgetowncouncil.gov.uk

Consultee planning comments between 07/05 & 21/06/21	<p>Temporarily suspend Standing order 15 xv. (Refer a planning application received by the council to the [Chairman or in his absence the Vice-Chairman of the Council] OR [Chairman or in his absence Vice-Chairman (if any) of the (Planning) Committee] within two working days of receipt to facilitate an extraordinary meeting if the nature of a planning application requires consideration before the next ordinary meeting of [the council] OR [(planning) committee];</p> <p>In accordance with the flow chart the function on minor applications is delegated to the Planning and open spaces advisory group to make representation to Dorset Council on behalf of the Town Council via the Clerk for the period from 07/05 to 25/06/21</p> <p>Recommendations to be reported retrospectively the next time the Full Council meet for a planning meeting:</p> <p>If an application is considered to be major in nature (new build or outside the development boundary) the Clerk will request an extension for comment until after 25.06.21</p>	RR/MR/RL
Site visits	Will resume after the 25.06.21 with safety measures in place	TW
Health & public safety 07/05 to 25/06/21	Delegate within the Town Councils powers & services action in the Councils interest in relation to health & safety and public health matters to the Clerk supported by the Chairman	TW/KG
Y/E internal & external audit	The internal audit to be carried out digitally. Action : Give delegated power to the Clerk to communicate with the relevant bodies	TW
The Hub	The building will re-open when measures are in place to ensure public & staff safety.	Clerk plus KG/HH & MD
	Bookings will be reviewed and may resume pending measures are in place to ensure public & staff safety. Delegated to :	Clerk plus plus KG/HH & MD
All other administrative functions	Services from the office to resume 25/06/21 (TBC) subject to measures in place in relation to office visitors and staff safety. Delegated to :	KG/HH & MD
Library service	In conjunction and with agreement with Dorset Council – the building and service re-opened on Wednesday 14 th April with STC permission for 2 sessions of 2 hours on Saturdays & Wednesdays. C19 risk assessment and actions in place. Future changes to opening to be agreed by the TC.	Not delegated
Play Areas	Open	Not delegated
Public Toilets	Open from the 8 th March 2021 with a single multi use public WC with touchless tap & flush and sanitizer and soap dispensers	Not delegated
Hosting The Annual Town Meeting	As the Annual Town meeting must be held between 1st March and 1st June the national rules mean that it cannot take place in 2021.	TW

STALBRIDGE TOWN COUNCIL

Clerk: T Watson

TheHub@Stalbridge

Station Road, Stalbridge, Sturminster Newton, Dorset, DT10 2RG.

Tel 01963 364276.

Email: clerk@stalbridgetowncouncil.gov.uk

Members event attendance	From 25/06/21 attendance to outside bodies and events by any member of staff or Councillor will resume with caution	TW
Non essential Handyperson activities	Resume 25/06/21	TW

draft