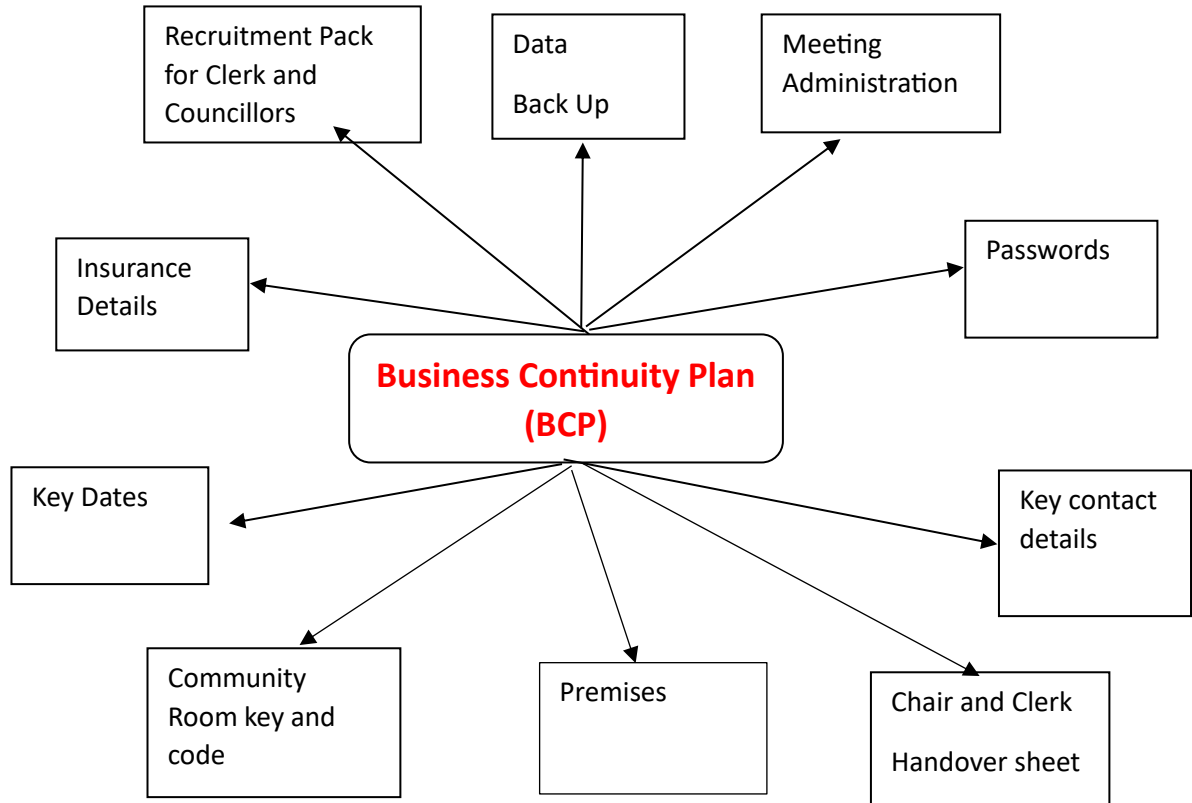


Little Smeaton Parish Council

Business Continuity Plan



PLANNING ACTIONS:

Loss or disruption to the Council:		
Loss	Disruption	Action
Staff	Clerk is off work due to sickness	Staffing group meets. Temporary arrangements made using volunteer clerk.
	Clerk resigns	Staffing group meets. Funding available to recruit new clerk. Recruitment Pack available on LSPC laptop.
		Handover sheet available on LSPC laptop informs new Clerk of key tasks, and key contact addresses.
		Critical passwords, including access to laptop held by Chair and Vice Chair in sealed, signed envelope.
		Key dates held on LSPC laptop.
		Information for accessing Community Room held by Chair and Clerk.
Councillors	Chairman resigns	Vice Chair takes over until election can be held for new Chairman.
	Other Councillors resign	Process for the election or co-option of new Councillors available on LSPC laptop.
IT and Data		PC Ownes lap top and printer. Laptop protected by Norton Antivirus software. All digital data backed up to the cloud. Hardcopies held by Clerk in 2 plastic boxes.

Buildings	Clerk's house burns down or otherwise because unusable	Laptop and printer moved to new residence of Clerk or to Chair's house. If destroyed, new equipment purchased and data downloaded. Equipment and assets covered by Insurance. Details of insurance available on laptop.
	Community Room ceases to be available for meetings	Request made to use Church or local public house.

LITTLE SMEATOB PARISH COUNCIL PROPERTY

Item	Where Stored	Contact Number
Dell Lap Top	Old Fox Cottage Little Smeaton	07880507308
HP Envy Printer	Old Fox Cottage Little Smeaton	07880507308
Petty Cash	Old Fox Cottage Little Smeaton	07880507308
Banking Records	Old Fox Cottage Little Smeaton	07880507308
Current Filing	Old Fox Cottage Little Smeaton	07880507308
Stationary Box	Old Fox Cottage Little Smeaton	07880507308
2 Fire Extinguishers (on permanent loan from Amazon Warehouse Knottingley)	The Old Chapel Little Smeaton	07968026624
2. Fire Blankets Extinguishers (on permanent loan from Amazon Warehouse Knottingley)	The Old Chapel Little Smeaton	07968026624
One reel of Christmas Lights	The Old Chapel Little Smeaton	07968026624
3 litter pickers	The Old Chapel Little Smeaton	07968026624
A box of Selby District Council refuse bags	The Old Chapel Little Smeaton	07968026624

A pair of new ropes for the play equipment	The Old Chapel Little Smeaton	07968026624
A new lockable notice board for the telephone box	The Old Chapel Little Smeaton	07968026624
A box of plant food for the fruit trees at Cross Hills	The Old Chapel Little Smeaton	07968026624
An emergency grab bag supplied by NYC. This is a red rucksack containing silver heat blankets, high-viz vests, gloves, wind up torch, wind up radio, leaflets for vulnerable households.	The Old Chapel Little Smeaton	07968026624
Dog Poo Bags	Churchfield House, Little Smeaton	07906 410202
Bunting	Churchfield House, Little Smeaton	07906 410202
Christmas Lights	Churchfield House, Little Smeaton	07906 410202
Defibrillator Code	Glenholme, Little Smeaton	07730 303548
Playground Equipment	Glenholme, Little Smeaton	07730 303548
Tools	Glenholme, Little Smeaton	07730 303548
Fire Blanket	Glenholme, Little Smeaton	07730 303548
A pair of heat resistant gloves	Glenholme, Little Smeaton	07730 303548

EMERGENCY CONTACTS:

Role	Name	Home Address	Mobile	Email
Chair	Gillian Ivey	The Old Chapel Chapel Lane Little Smeaton	07968 026624	cllrgillianiveylspc@gmail.com
Vice Chair	Colin Atkinson	Glenholme Hodge Lane Little Smeaton	07730 303548	cllrcatkinsonlspc@gmail.com
Clerk	Roz Brown	Old Fox Cottage Main Street Little Smeaton	07880 507308	littlesmeatonclerl@gmail.com

INSURANCE DETAILS:

Company	Contact Name	Telephone Number	Policy Ref No.
Clear Insurance		0330 013 0036	LCO02928

	Property Damage - Aviva	0800 015 1498	
	Liability - Aviva	0800 015 1498	
	Legal Expenses - DAS Legal	0345 300 1899	

November 2024

Chair:

Clerk: