

KEMPSTON TOWN COUNCIL

Council Offices
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Thursday 3 September 2020

To: Members of the Council

You are hereby summoned to attend a virtual meeting of Kempston Town Council on Tuesday 8 September 2020 at 7.30pm for the purpose of transacting the following business:



C A Urwin

Clerk to the Council

AGENDA

The reading of the Fire precautions (on the back page of cover) by those present should be carried out prior to the commencement of the business.

- 1. To receive any apologies for absence.**
- 2. Members of the public are invited to address the Council** (time limit: 5 minutes per subject matter)
- 3. To confirm the Minutes of the meeting held on 11 August 2020** - attached as Appendix A pages 3-5.
- 4. Disclosures of interest in items on the agenda.**

Members are reminded that they must disclose both the existence and the nature of any personal and/or prejudicial interest that they have in any matter to be considered at this meeting in accordance with the Council's Code of Conduct.

- 5. Finance**
 - (a) Financial Statement showing spending/income against budget to 31 August 2020 - attached as Appendix B pages 6-9 (copy to follow)
 - (b) To consider and approve payments (cheques and direct debits) attached as Appendix C pages 10-11 (copy to follow)
- 6. Update from Climate Change Working Group**

Cllr Purves to give verbal report.

7. Kempston Charities

Kempston Charities are seeking approval from the Council for the renewal of the term of Mr Adrien Beardmore as a Trustee for a further 3 years. There is also a vacancy for a Trustee which is being offered to a member of the Council following the sad death of Cllr Richard Hyde.

8. Remembrance Day 2020

Due to the current COVID-19 restrictions, Kempston East Methodist Church are unable to offer their facilities for the usual service and the Boys Brigade Band are unable to be part of the march down to the war memorial. The Council will therefore need to decide what will happen this year. Guidance from the Royal British Legion, DCMS (Department for Digital, Culture, Media and Sport) and MHCLG (Ministry of Housing, Communities and Local Government) is very sparse on the matter.

9. Business Continuity Plan

Council to consider the draft attached at Appendix D pages 12-18

10. Christmas Lights 2020

To consider quotation from Bedford Borough Council attached at Appendix E page 19 (copy to follow)

11. Challenger Trust

12. New matters from Councillors for discussion at next meeting.

13. Date of next meeting: The next meeting of Kempston Town Council will be held virtually on Tuesday 13 October 2020 at 7.30pm.

**Minutes of the virtual Meeting of Kempston Town Council held Tuesday, 11 August 2020
at 7.30 p.m. in the Council Chamber, 104 Bedford Road, Kempston**

PRESENT: Cllr Blacklaws
Cllr Bowman
Cllr Burley
Cllr S Conway
Cllr T Conway
Cllr Hyde
Cllr Manocchio
Cllr Masud
Cllr Meader
Cllr Nawaz
Cllr Oliver
Cllr Purves

Carol Urwin – Town Clerk

The Mayor (Cllr Meader) welcomed everyone to the first virtual meeting of Kempston Town Council. It had been a difficult time for all but in order to represent the people of Kempston he felt that we needed to get back to some kind of normality by meeting albeit in a different way.

He also reported that sadly Cllr Richard Hyde had passed away on 4 June. He had been an active member of the Council for many years and had twice been the Mayor/Chair. He proposed that some sort of tribute should be paid to Cllr Hyde once everyone could get together face to face in an appropriate forum.

No. ITEM

47.20 Apologies for Absence

All present. An apology for lateness was received from Cllr Nawaz

48.20 Members of the Public are Invited to Address the Council

None.

49.20 Minutes

The Minutes of the meeting of Kempston Town Council held on 10 March 2020 as circulated as Appendix A, were confirmed and would be signed as a correct and accurate record.

50.20 Members Interests

Members were reminded that they must disclose both the existence and the nature of any personal and/or prejudicial interest that they have in any matter to be considered at this meeting in accordance with the Council's Code of Conduct – none stated.

51.20 Finance

- a) The financial statement for four months to 31 July 2020 circulated as Appendix B and showing spending against budget was considered and approved.
- b) Appendix C (cheques and transfers) was approved for payment.
- c) The Statement of Accounts 2019/20 at Appendix D was approved.
- d) The internal audit report 2019/20 at Appendix E was noted.
- e) Section 1 of the Annual Return – Annual Governance Statement 2019-20 at Appendix F was approved.
- f) Section 2 of the Annual Return – Accounting statements 2019/20 at Appendix G was approved.

52.20 Update from Climate Change Group

Cllr Purves reported that due to the COVID-19 pandemic, face to face meetings had been cancelled but it was hoped to begin virtual meetings from September. He particularly wanted to report that he had been approached by two members of the Group who had requested that consideration be given to re-wilding some areas in Kempston with a special seed mix. Cllr Purves shared some photographs of the sort of thing which was being proposed. Two areas which were considered suitable for this were at the Pits Play Area (also known as the 'wood park') accessed via Margetts Road/Jowitt Avenue, and the green area in front of the Fire Service HQ in Southfields Road. The issues to be considered were what funding was available to purchase the seeds, tool hire etc and also the problem of sustainability. The local community would need to be educated on how this would work and suitable publicity. Cllr Purves confirmed that work on a more detailed proposal could be started.

Cllrs generally agreed that this was a good initiative as long as it could be sustained and suggested some other areas although it was felt that a couple of pilot sites should be up and running first. Cllrs S & T Conway volunteered to canvass their estate. The Bedford Mayor also had a climate change fund which may be able to help with the initial costs.

53.20 Vacancy

Cllr Burley confirmed the vacancy in the Central and East Ward due to the sad death of Cllr Richard Hyde. She had probably known Richard the longest out of all the Cllrs as she had worked with him many years ago. She would remember him as a very kind and sincere person who believed in himself and would be sorely missed.

The Clerk confirmed that the procedure to fill the vacancy was to place a notice on the relevant notice boards in the Ward and also on the Council's website. If more than 10 electors applied to the Borough Council by the end of 14 working days, there would be a by-election. Because of the coronavirus situation, if an election was called, it would not

be until May 2021. If an election was not called, the Town Council were then able to co-opt.

54.20 New Matters from Councillors for discussion at next meeting

1. Business continuity plan
2. Challenger Trust – are the same people still in post
3. Remembrance Service

55.20 Date of next meeting

The next meeting would be held virtually at 7.30pm on 8 September 2020.

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**KEMPSTON TOWN COUNCIL
BUSINESS CONTINUITY PLAN**

1 Introduction

- 1.1 Kempston Town Council minimize the importance of producing and maintaining a Business Continuity Plan for implementation in the event of disruptions to the day to day running of the Council by whatever cause.

There is a responsibility of the Council to maintain key business systems and services including the management of the cemetery, administrative services and hall bookings and therefore it is recommended good practice to adopt a Business Continuity Plan.

- 1.2 The purpose of this plan in to:

- Provide a framework for maintaining the Council services in the event of serious disruption;
- Ensure the welfare, safety and security of the staff, their environment and members of the public who use those services; and
- Provide a flexible framework for the overall response.

2 Scope

- 2.1 This plan identifies the instances of disruption, the immediate responses, the procedures to follow to maintain continuity of service and follow up procedures and necessary changes to service delivery, where such services are disrupted by factors within the Council's area of responsibility.
- 2.2 The annexe attached to this policy document sets out potential events, how their effects can be minimized, immediate actions to be taken and how these risks can be reduced in the longer term. It is by no means an exhaustive list as it is difficult to predict all potential events and risks.

3 Objectives

- 3.1 The main objectives are to:

- Minimize the risk of disruption to Council services through careful planning;
- Respond effectively in an emergency
- Outline the control arrangements for responding to an incident or emergency, and, where appropriate, advise the public of risks.

- 3.2 The plan must cover all areas of the Council's business, including issues for:

- Staff – operational issues i.e. to ensure their ability to undertake their day to day duties; and
- Council – to ensure statutory responsibilities are met and services are provided with minimal disruption, stakeholders are kept informed and details/updates are well communicated.

3.3 The plan should cover:

- Potential causes – albeit difficult to predict:
 - i) The reasons and timing/why their occur;
 - ii) Identify the cause to help prevent or reduce the risk of an incident;
 - iii) To help save resources in the longer term
- Impact – how do you:
 - i) Reduce the impact of an incident;
 - ii) Plan for the prompt recovery of key services or systems
- Assessment – if an incident occurs, considering;
 - i) High to low importance;
 - ii) Short to long term implications;
 - iii) Small scale or major incident

4 Roles & Responsibilities

4.1 It is the responsibility of the Council through the Town Clerk to ensure the Business Continuity Plan is in place. The plan should be presented to Council for approval and adoption and thereafter subsequent progress updates should also be reported to the Council.

4.2 In the event of an incident, staff should ensure full details are recorded and, where applicable photographed as evidence in the event of a loss claim.

5 Incident Procedure

5.1 Responsibility for overall co-ordination and ensuring recovery lies with the Town Clerk, albeit with delegated responsibility being given to other officers to expedite speedy recovery.

5.2 To facilitate this, all incidents should be reported to the Town Clerk in the first instance. The Town Clerk will then liaise with the Mayor and other officers to implement the operational issues.

6 Communication

6.1 Communication is critical to a successful recovery of services or systems to ensure everyone is aware and to avoid duplication of resources. A cascade approach to communication within the staff structure will assist in effectively communicating information in a timely manner.

6.2 The following system must therefore be adopted:

- Upon discovering an incident or receiving a malicious threat, the following steps may be followed:
 - i) Making a quick assessment or judgement;
 - ii) Follow the guidelines i.e. malicious threat – bomb warning;
 - iii) Follow any emergency service guidelines i.e. fire (evacuate), smell gas (turn off supply);
 - iv) Contact the emergency services as required;

- v) Contact the Town Clerk who will then take control of the situation, unless the emergency services are involved;
- vi) Under no circumstances should staff or others be put at risk.

- All staff are briefed and made aware of what actions have or will be taken, preferably at one large group meeting so that any questions or issues are discussed collectively;
- The Mayor & Council Leader are briefed by telephone and other Councillors are emailed regarding the issues and what actions have or will be taken and any requirement to use their support;
- Adequate resources are input to assist the recovery of the service;
- Constant reviews of the situation are undertaken, through regular updates and officers, Councillors and customers are kept updated and informed;
- Staff and Councillors are utilized effectively and efficiently, particularly in the event of providing cover, to expedite a prompt return to normal service;
- Adequate checks are carried out when the services and systems are recovered, in particular when systems are restored from back-up records, so that they are fully restored, reinstated and operating correctly;
- All details i.e. resources, additional costs etc are recorded and, where applicable, photographed and any loss claim submitted; and
- Regular training sessions are undertaken for all officers on their roles and responsibilities, emergency procedures and the use of emergency equipment.

7 Emergency Plans

- 7.1 The Business Continuity Plan is intended as an internal document for use when there is an incident with a Town Council service or system.

In the event of a serious emergency, the 'blue light' emergency services will generally be involved and they will take control of the incident. They will liaise with and inform the KTC team.

- 7.2 In the event of all other major emergencies affecting all or part of the Kempston area i.e. flooding, traffic etc, the co-ordination will fall within the Bedford Borough Council Emergency Plans.

These authorities will take control of the incident and inform KTC who will be part of the support by contributing to and providing assistance.

- 7.3 To undertake a full debrief and learning from the incident and to inform the Council as appropriate.

8 Review

- 8.1 This policy will be reviewed every four years (or earlier if required by changes to legislation or additional documentation) and amended as necessary based on good practice or evidence taken forward.

Potential Event/Risk	Actions to minimize impact	Immediate actions to be taken	Continuity	Long Term Objectives
Damage to Council offices	Carry out regular checks and fire risk assessments Maintain adequate insurance cover	Record all information and inform insurance company of any incident and obtain photographic evidence. Town clerk to advise Council and staff of incident	If necessary, relocate to alternative premises or admin team may work from home, if possible. Divert telephone calls as appropriate and advise public of alternative arrangements for accessing services	Continue to work towards paperless office and Council to consider purchasing 2 laptops.
Loss of Council documents due to fire, flood, theft or other causes	To operate a clear desk policy Ensure important document is stored securely in fire/flood proof cabinets or the safe Ensure backup is undertaken weekly and memory stick is kept off site Ensure regular checks of security alarms and fire equipment/alarms are undertaken and staff are trained	Town Clerk to advise Council and staff of incident Inform Police and insurance company (if necessary) If appropriate consider security controls i.e. change of locks/passwords and security door number	Council to consider incident and associated control measures at next Council meeting Instigate use of backup files or stored copies	Council to consider Cloud technology

Potential Event/Risk	Actions to minimize impact	Immediate actions to be taken	Continuity	Long Term Objectives
Loss of Council electronic data due to fault, damage, corruption, hardware failure or hacking attack	Ensure antivirus software is up to date Ensure passwords are robust and regularly updated Ensure data is regularly backed up and stored securely Implement Data Breach Management Procedure where necessary	Town Clerk to advise Council and staff of incident Inform insurance company (if necessary) Update security as required	Instigate use of backups	Review procedures to ensure any improvements are implemented where necessary
Loss of Council equipment due to fault, damage, breakdown or theft	Maintain adequate insurance cover Ensure regular maintenance checks of equipment are carried out Regularly review security arrangements	Report theft or criminal damage to Police Inform insurance company (if necessary)	Arrange purchase of new equipment	Review risk assessments, maintenance scheduled and security arrangements

Potential Event/Risk	Actions to minimize impact	Immediate actions to be taken	Continuity	Long Term Objectives
Loss of Town Clerk due to resignation, incapacity, long term illness or death	Ensure staff are briefed, made aware of interim measures and aware of their responsibilities Ensure all key tasks are minimized Access to log in details, keys and passwords are made available as necessary	Mayor to contact next of kin Mayor to be informed who will advise Council and staff Mayor and Council Leader to consider appointment of temporary cover	Recruit temporary replacement Carry out recruitment process to appoint permanent Town Clerk	Review procedures to ensure minimal impact from loss
Serious injury or death to member of staff whilst carrying out Council duties	Ensure all staff are appropriately trained and are familiar with all duties in line with Health and Safety regulations and best practice Ensure tasks for each member of staff are clearly documented and they are aware of the staff structure	Information town Clerk, who will advise Council Town Clerk to contact HSE and advise all known details Town Clerk to inform insurance company Town Clerk to advise all members of staff and to make assessment of practices and, if appropriate, make interim arrangements for duties to be covered.	Assess the situation which has arisen and ensure all health and safety issues have been addressed Seek temporary cover Commence recruitment process to employ a replacement member of staff	Review procedures to ensure any improvements are implemented where necessary

Potential Event/Risk	Actions to minimize impact	Immediate actions to be taken	Continuity	Long Term Objectives
Prolonged absence, dismissal or resignation of staff	Ensure tasks for each member of staff are clearly documented and they are aware of the staff structure i.e. for querying matters with their line manager	Town clerk to ensure the correct legal procedures are followed and to make interim arrangements for duties to be covered. Town Clerk to inform Council	Seek temporary cover Commence recruitment process to employ a replacement member of staff	Review procedures to ensure minimal impact from loss
Loss of Councillors due to multiple resignations (causing Council to be inquorate)	Co-option of Councillors who may be in reserve	Town Clerk to inform Bedford Borough Council Monitoring Officer Town Clerk to inform remaining Councillors and staff of the situation	Bedford Borough Council to determine temporary working strategy for Council business to be maintained Instigation of election or co-option process	Council to review procedures for recruitment of Councillors
Pandemic causing national or local lockdown resulting in office/hall closure and inability to hold face to face Council meetings	Keep up to date with Government guidelines on the issue	Update Council notice boards and website to keep residents updated	Hold virtual Council meetings Staff to work from home where possible	Update risk assessments for when office/hall is able to be opened Consider holding face to face Council meetings in the hall rather than Council Chamber to ensure adequate distancing

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