

## **MTC Full Council Report No 1**

### **Malmesbury Town Council Covid 19 Response Action Plan**

#### **Key Priority Objectives:**

- 1. To ensure Staff and Cllr wellbeing**
- 2. To ensure Communication and Co-ordination.** This will be the core management task in relation to all the above objectives. Additionally it will mean ensuring the implementation of the specific objective of the Councils Emergency Plan, liaising with local organisations, and the various relevant Local Authorities and Agencies as needed.
- 3. To ensure decision making capability for the Council.**
- 4. To ensure the Cemetery Service**
- 5. To ensure Financial and business continuity**
- 6. To ensure local resident advice, guidance and support**

## Existing Business

| Existing Business / service | Continuation Priority | Action  | Who              | Notes  |
|-----------------------------|-----------------------|---|------------------|--|
| Council Meeting/s           |                       |   |                  |  |
| - Annual Council Meeting    | 1                     | tbc   | RSW/ FC          | Need mandate for Council to function; awaiting guidance of NALC  |
| - Annual Town Meeting       | 2                     | tbc   | RSW/FC           | Await guidance of NALC.  |
| Full Council                | 1                     | Revised schedule of dates. Must focus agenda items to <b>essential decision making.</b> | FC               | Meetings present Risk; <ul style="list-style-type: none"> <li>• Meetings to be: FC, P&amp;R,P&amp;E</li> <li>• Increases likelihood of quota, reduces risk and ensure decision making and continuity.</li> <li>• Utilise Zoom / other if possible; <b>await guidance of NALC.</b></li> </ul> |
| P&R                         | 2                     |   |                  | As above   |
| P&E                         | 1                     |   |                  | As above   |
| TH&F                        | 3                     |   |                  | As above   |
| C&TP                        | 3                     |   |                  | As above   |
| BC                          | 3                     |   |                  | As above   |
| Communications              | 1                     | As needed re: Covid 19 / MTC service delivery / IAG.                                    | CR+ FC/RSW/LC/LC | Home working set up for x2 staff, plus Town Clerk if needed. Utilise website and Facebook for community coms. Plus partners e.g. Town Team etc.<br>TIC/Civic capacity reformed for relevance.  |

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| Finance   | 1 | CM to WAH.                          |            |   |
| Cemetery  | 1 | CM to WAH                           |            |   |
| Town Hall | 1 | Programme maintained and circulated | PR/MH/ RSW | Facilitate use respond to ensure Town Hall as community resource. Maintenance works maintained as appropriate. Proactive use of time to housekeep and remedial works. |

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| TIC                 | 3 |   |  | Footfall reducing; contact presents risk; rework resource (TBR)  |
| Cleaning & Hygiene  | 1 | PR/RSW/ cleaners                                      |  | Cleaners asked to concentrate on toilets, doors and rails. Deep clean in progress.                             |
| Bookings            | 2 | Monitor and keep up to date                           | PR/ TIC/RSW/LC                         | Regular bookings /events all cancelled until UFN.  |
| Maintenance & works | 2 |   | PR/MH/RSW                              | Maintenance works maintained as appropriate.   |
| Civil Events        | 3 | Cancel/postpone in liaison.                           | CR/ FC/ RSW/LC/PR                      | Re: Government advice/ social distancing/ risk   |
| Mayoral Ball        | 3 | Cancel/postponed                                      | As above                               | CANCELLED - as above – NB significant rescheduling of events – some may need to be reduced.                    |
| Mayor's Robing      | 3 | Cancel/postpone in liaison                            | As above                               | Postpone – as above  |
| Gurkha Evening      | 3 | Cancel/postpone in liaison                            | As above                               | Postpone – as above  |
| Even Song           | 3 | Cancel/postpone in liaison                            | As above                               | Tbc – as above – liaise with Abbey   |
| Remembrance Sunday  | 3 | Monitor   | As above                               | Tbc – as above – Review June – liaise with Abbey   |
| Community Events    | 3 | Programme review & Communications as appropriate ASAP | Committee via Chair to review / decide | Cancel or postpone / tbc – Review June.<br>NB Proactive decision will enable management of change/closure etc. |

|                        |   |   |                  |  |
|------------------------|---|---|------------------|--|
| Facilities             | 2 |   |                  | Maintain toilets. Re: Hi Tec from 1.4.20 |
| Parks                  | 2 | Maintain as safe                          | SB/GJ/RSW/CM     |  |
| Lodge                  | 2 |   | RSW              | Income generation would will be needed.  |
| Projects               |   |   |                  |  |
| Cross Hayes Toilets    | 2 |   | RSW/ PR          |  |
| Neighbourhood Plan     | 2 | Monitor                                   | KP/RSW/CR        |  |
| Town Team              | 2 |   | CR/RSW           |  |
| Market Town Forum      | 3 | Monitor                                   | FV/KP/RSW/CR     |  |
| Flood Defence          | 2 | Monitor/ facilitate funds                 | RSW/CM/<br>WJ/CH |  |
| Abbey Hs Working Group | 2 |   | AHWG             |  |
| TIC                    | 3 |   |                  |  |
| Website                | 2 | Training with Mind vision re; back office | HK/LC            |  |

### Glossary

**WAH** – Work at Home

**IAG**- Information Advice and Guidance

**RA's** - Risk Assessment/s

**UFN**- until further notice

**TBR** – to be reviewed

# Emergency Response

| Emergency Response | Priority | Action | Who | Notes |
|--------------------|----------|--------|-----|-------|
|--------------------|----------|--------|-----|-------|

|   |          |   |           |   |
|---|----------|---|-----------|---|
| <p>1. FC agree temporary delegated authority until further notice, but to be reviewed and re-affirmed at the end of June to enable decision making regarding;</p> <ul style="list-style-type: none"> <li>- Covid 19 matters</li> <li>- emergency responses</li> <li>- contingency responses</li> <li>- and essential Council business to be combination of the following sequence of</li> </ul> | <p>1</p> | <p>Council resolution to agree Covid 19 Action plan</p> | <p>FC</p> | <ol style="list-style-type: none"> <li>1. Town Clerk, plus Mayor or Deputy Mayor or</li> <li>2. Either of the above plus Chair of P&amp;R. or</li> <li>3. P&amp;R Chair plus one other Committee Chair. or</li> <li>4. Either of above plus one other Vice Chair or</li> <li>5. Or two Vice Chairs</li> </ol> |
|---|----------|---|-----------|---|

|  |   |   |                                  |   |
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| delegation noted in order.                   |   |   |                                  |   |
| Ensure internal communication - staff        | 1 | <ul style="list-style-type: none"> <li>Email</li> <li>Telephone</li> </ul>  | RSW/ CM                          |   |
| Ensure internal communication - Cllrs        | 1 | <ul style="list-style-type: none"> <li>Email</li> <li>Zoom</li> <li>Telephone</li> </ul>                                  | CR/ RSW                          |   |
| Ensure external communication - parishioners | 1 | <ul style="list-style-type: none"> <li>Reception service</li> <li>Website</li> <li>Facebook</li> <li>Telephone</li> </ul> | LC/HK/YW (RSW/CR)                |   |
| Ensure external communication - stakeholders | 2 | <ul style="list-style-type: none"> <li>Website</li> <li>Facebook</li> <li>Telephone</li> </ul>                            | LC/HK/YW (RSW/CR)                |   |
| Set up Wesleyan as HQ/ Council meeting room  |   | Deep clean daily or as needed   |                                  | Supports SD   |
|  |   |   |                                  |   |
| Town Hall Management as central resource     | 1 | Ensure agile communication  | PR / MH/RSW/ CR/ Emergency Group | Ensure RA's revised according to changing services/ environment |
| Community Volunteer Scheme                   | 2 | See separate action plan  | RSW/HK/YW/CR +Cllrs              | Ensure safeguards and reporting / evidence base                 |
| Emergency fund grant to HEALS                | 1 |   | FC, RSw/CM                       | LGA S137 allocation from 2019/20 + 2020/21 grant budgets.       |
| Finance continuity                           | 1 |   | CM                               | WAH   |
| Cemetery                                     | 1 |   | CM/ Ground staff                 | WAH   |

|   |   |  |                 |                           |
|---|---|--|-----------------|---------------------------|
| Emergency Group   | 1 | <ul style="list-style-type: none"> <li>• FC 24.3.20</li> <li>• RSW to establish</li> </ul> | RSW/ CR + Cllrs | Use Zoom for conferencing |
|   |   | emergency contact with WC  |                 |                           |
| Cost price service meals service in partnership with Jackdaws for most vulnerable |   | RSW/ EmG   |                 | Council subsidy.          |

### Glossary

**WAH** – Work at Home

**RA's** - Risk Assessment/s

**UFN**- until further notice

**TBR** – to be reviewed

**SD** – Social distancing

**EmG** = Emergency Group

