

**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. TIC/Civic capacity reformed for relevance.
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.
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.  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/ 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>	1	Council resolution to agree Covid 19 Action plan	FC	<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>

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

