

Breadsall Parish Council

Loss of Clerk Plan

This plan is primarily set up to deal with the procedures required should anything happen to the Clerk for example extreme ill health or in the worst-case scenario death. The plan is not detailed and just provides a guide for the Chairman and Councillors on what action to take in such circumstances.

It is hoped that the Clerk's family would contact the chairman or a member of the Council to let them know that the Clerk is not available for work.

The member informed should contact the Chairman/Vice Chairman and arrange for all Councillors to be informed via email.

The Chairman should also contact the Litter picker to ensure that all other day to day business continues unhindered.

The Chairman should contact DALC to seek advice regarding organising a Locum Clerk until the necessary arrangements can be made to advertise the role.

The Chairman has a note of all passwords and codes so that the Councils computer systems can be maintained.

This plan will be updated and added to as and when necessary to assist with the day to day plan for running the Parish Council.

In the instance of no alterations the plan will be reviewed annually at the May Annual Parish Council Meeting along with all other policies.

Clerk April 2018