

**Lyminster & Crossbush Parish Council**  
**Contingency & Resilience Plan (as at June 2020)**

The Parish Council wishes to formalise and establish a protocol for action during periods when the parish community may be experiencing adverse circumstances or conditions that place more vulnerable individuals at some level of risk.

It should be recognised that the Parish Council operates on a very limited annual budget and has a low-level annual precept as its sole income. Therefore, this Contingency & Resilience Plan is set out such that the focus for the Parish Council will be the co-ordination of efforts within the community and the linking of those at risk / in need with voluntary, community and statutory services delivered by others. This plan accordingly is therefore presented on a basis of “best endeavours” and represents the Parish Council’s intentions and wishes of delivering genuine community support during times of need for those most vulnerable. It is not a mandate for the actual delivery of services directly from the Parish Council.

The L&CPC Contingency & Resilience Plan will operate according to the following protocol:

1. The Parish Council will convene an Emergency Measures Extraordinary Meeting (via online meeting unless stipulated otherwise) in response to any given set of circumstances or incident as it arises within the community and Parish Council boundary. At that meeting, councillors will vote whether to invoke the Contingency & Resilience Plan. Should such a motion be passed then the Contingency & Resilience Plan will be deemed to be “live” and the Parish Council will be operating under Emergency Measures.
2. During periods of Emergency Measures and whilst the Contingency & Resilience Plan is live the Parish Council will meet daily (via online meeting unless stipulated otherwise) in the first instance at 10:00. This default position provides clarity for the early phases of any emergency and it is recognised that it is likely that a meeting frequency tailored to the specific circumstances will be the most appropriate. Until this is agreed by the Parish Council then daily 10:00 meetings will operate.
3. Co-ordination of relief and mitigation measures will be specific to the prevailing circumstances and it is likely that for each scenario different responsibilities and tasks will be assigned to Parish Councillors and potentially other members of the community. However, as a first point of contact the Parish Council Clerk, Carol Hatton will be the default point of contact (clerk@lyminsterandcrossbush-pc.gov.uk 07710 596095).

4. Wherever appropriate Lyminster & Crossbush Parish Council will notify statutory authorities with formal responsibility for the delivery of emergency and relief services and act as an information gathering “eyes and ears on the ground” to help connect those services with those in need of assistance.
5. Lyminster & Crossbush Parish Council will retain a list of local volunteers who may be able to provide some form of emergency relief eg local farmers able to clear snow or pass through areas affected by flooding to assist urgent transit of people or supplies. It is envisaged that these elements of voluntary assistance will only be convened for the neediest and those at immediate material risk. There will not be a responsibility for the Parish Council to deliver general road clearance or similar tasks purely for the purposes of local convenience.
6. As with the delivery of emergency support services, the Parish Council will maintain a register of those members of the community potentially at risk or more vulnerable and likely to be in need of assistance in times of emergency. This list will be maintained and held by the Parish Clerk securely, with restricted access within the Parish Council Microsoft Office 365 account. All personal details will be held in accordance with the Parish Council’s Privacy Policy and comply with the requirements of the General Data Protection Regulations.
7. Where appropriate the Parish Council will use its website, Facebook page and other common means of mass communication in order to communicate widely across the community. It is recognised that some in the community particularly those more vulnerable to emergency situations, may not have access to the internet. The Parish Council will use its local knowledge to bridge these suspected gaps via door to door calling if necessary.
8. Once an Emergency Incident is deemed to have passed the Parish Council will meet for a final time in Emergency Measures. Parish Councillors will be asked to vote on the cessation of Emergency Measures and if agreed, the Contingency & Resilience Plan will cease to be live.
9. After each and every implementation of the Contingency & Resilience Plan the Parish Council will undertake a review and assessment of actions taken and the manner in which the Emergency Incident unfolded. It is envisaged that this review process will enable the Parish Council to learn and improve the Contingency & Resilience Plan moving forward.

Contact: The Clerk [clerk@lyminsterandcrossbush-pc.gov.uk](mailto:clerk@lyminsterandcrossbush-pc.gov.uk)