Nuneham Courtenay Parish Council

https://nunehamcourtenay-pc.gov.uk/

Business Continuity Plan: Loss of Clerk

Introduction

1. The Council recognises the need to ensure it is able to continue to function and provide services in the event of the temporary loss or absence of the Clerk.
2. This plan identifies potential issues and the immediate responses and procedures to follow to allow the Council to continue to operate normally as far as possible.

Clerk's Responsibilities

3. The Clerk is responsible for:
   - Organising Council meetings
   - Publishing notices and sharing information on the Council's website
   - Producing notices for publication on the Council's noticeboard outside the Village Hall
   - Managing the Council's finances
   - Pursuing and promoting the interests of parishioners with the District and County Councils and other organisations on issues that affect the parish.

Potential causes of disruption

4. The Council may lose its Clerk through resignation or illness or injury whilst on or off Council duties.

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Activities

Task	Minimise impact	Action
Send, receive and answer emails	Chair to hold passwords in sealed envelope	Recover Council's laptop from Clerk's home, if possible
Organise Council meetings	Set dates annually for whole year and book Village Hall	Councillor, volunteer or locum to publish agenda and papers
Minute Council meetings	Keep minutes brief and focus on decisions, not discussion	Councillor, volunteer or locum to take and publish minutes
Update Council's website	Chair to hold password in sealed envelope	Seek help on paid or unpaid basis
Make payments and pay in cheques	Make maximum use of direct debits for recurrent items	Recover cheque book and paying-in book from Clerk's home, if possible
Pay Clerk's salary quarterly net of PAYE tax due and make monthly submissions to HMRC	Chair to hold Government Gateway ID and password in sealed envelope	Councillor, volunteer or locum to use Basic PAYE Tools on Council's laptop, taking advantage of guidance on gov.uk website

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Sources of Advice

Subject	Who to contact	Telephone no	Email address
Financial procedures	Current internal auditor, Auditing Solutions Ltd	07986 095004	stuart@councilaudit.co.uk
Governance	Oxfordshire Association of Local Councils	07519 367709/ 07746 943076	info@oalc.org.uk
Insurance	Current insurers, Zurich Municipal	0800 917 9531	enquiries.team@uk.zurich.com
Locum	Oxfordshire Association of Local Councils, which keeps a small list of Clerks who offer services within Oxfordshire to cover meetings and/or for longer-term cover	07519 367709/ 07746 943076	info@oalc.org.uk
Monitoring Officer	Nick Bennett	01235 422422	monitoring.officer@southandvale.gov.uk

This policy was last amended by Nuneham Courtenay Parish Council at its meeting on Tuesday 3rd November 2026 [minute ref 26/109].