



## NEWICK PARISH COUNCIL

### BUSINESS CONTINUITY PLAN FOR NEWICK PARISH COUNCIL

Since January 2017, Newick Parish Council has rented a room at Newick Community Centre, The Green, Newick, for use as an office and for storage of its files. The room is kept locked when not in use. There are three metal filing cabinets and two built-in cupboards which are kept locked when the room is unoccupied. The Parish Council's paper files and documents are kept in this room. Keys to the room, the filing cabinets and padlocks are held by the Clerk. Keys to the Parish Council's notice boards are kept in an A4 pink canvas wallet which is normally stored in the Clerks home.

The Parish Council's laptop computer, when not in use at the office, is taken home by the Clerk. The Parish Council's printer/copier/scanner along with associated paper and printer ink, is kept in the Clerk's home office. The Locum Clerk, Sue Berry keeps the second, older laptop in her home office. The Council's mobile phone is kept with the laptop and both the Clerk and the Locum Clerk have the pin code. The Locum Clerk also has keys for the Community Centre office door.

In accordance with the Council's IT records back-up procedure files are backed up on to One Drive through the Office 365 subscription.

Emails sent to the Parish Council's email addresses [newickpc@newick.net](mailto:newickpc@newick.net) or [plans@newick.net](mailto:plans@newick.net) can be automatically forwarded to any other email address for monitoring or can be accessed via the email provider Hostinger. Passwords for both email addresses are held by the Clerk and the Locum Clerk. Roger Withnell of UBE who is the web site and email host can be contacted on 07836 749633 for access.

Documents and web content can be published to or removed from the Parish Council's website both by the Clerk, Locum Clerk and by the website administrator ([administrator@newick.net](mailto:administrator@newick.net)).

Cheque books are kept locked in one of the metal filing cabinets. All bank signatories have their own passwords to access the Unity Trust current account online. The Clerk is the only person authorised to set up online payments, but there are four members of the council who can authorise online payments (any two required for authorisation). In the absence of the Clerk, payments could be made by cheque.

The Rialtas financial software is password protected, regular back-ups are made on to the PC laptop and office cloud. The Clerk holds the passwords for access to the system and the Locum Clerk knows how to access the passwords.

Various keys are kept in a tin in the Clerk's desk home office. The key fobs are numbered, and a list detailing which key is which can be found inside the blue book kept in the laptop bag with the Parish Council's laptop.

Older material, including signed minutes and Annual Return documents are deposited with the County Archivist at The Keep, Brighton.

The Parish Council's postal address is the Clerk's home address and all mail is sent to this address.

In the event of the Clerk being incapacitated a letter has been lodged with the Chairman of the giving permission for any Parish Council records or equipment to be retrieved from the Clerk's home. The Clerk lives with her husband, (Andrew Reece 07958 658148) who can be contacted for access. If he is unavailable, Ex-Councillor Kim Tibbs holds keys to the Clerk's home address and she or the usual Locum Clerk (Sue Berry) can access the Clerk's home to retrieve the computer and collect files etc. Arrangements would have to be made for emails and post to be redirected to the Locum Clerk if one is appointed. Sussex and Surrey Association of Local

Councils would be able to assist with finding a suitable Locum Clerk if the normal Locum Clerk – Sue Berry is unable to provide emergency cover.

The Parish Council's meetings are held at Newick Community Centre. Should the Community Centre not be available for meetings another venue would have to be identified, there are several other possible venues in the village.

The rest of the Parish Council's procedures are covered in its Standing Orders, Financial Regulations and Risk Assessment documents.

Adopted and Reviewed 09/10/23

Signed: .....  
Chairman  
Newick Parish Council

**e-mail: [newickpc@newick.net](mailto:newickpc@newick.net)**