



## West Dereham Parish Council Business Continuity Plan (BCP)

### Introduction

West Dereham Parish Council (the PC) is a parish with a population of 450-475, consisting of approximately 200 homes.

### Why the need for a Business Continuity Plan?

The Civil Contingencies Act 2004 places a duty on the local authority to ensure that it is prepared, as far as reasonably practical, to continue to provide critical functions in the event of a major disruption. This Plan identifies the first reactions, recovery objectives, structure for implementation, monitoring, follow-up procedures and communication process to keep everyone informed of necessary changes to service delivery.

### Examples of Risks – which could necessitate the BCP being implemented

National Disaster/Weather Related Problems	Failures	Losses
Fire Flood Major air crash Foot & Mouth Disease	Main services to village Main routes into village Theft/loss of equipment	Parish Councillors through resignation, death, long-term illness, etc. unable to form a quorum

### The PCs responsibilities include:

- Playing field and recreation ground maintenance
- Management of allotments
- Maintenance and management of cemetery
- Custodial Trusteeship of West Dereham Village Hall
- Maintenance of PC website and PC notice boards
- Maintenance of other village assets\* (as listed below)

N.B. The PC does not operate from an office or have any specific premises necessary for the discharge of its responsibilities.

## Village Assets\*

	Location
Gates	2 sets at the allotments 1 set at the cemetery
Phone Boxes	1 in Church Road 1 in Station Road
Bert Starling seat	Junction of Station Road and Hilgay Road
Village sign south	Near Stocks Bridge
Joyce Smith Seat	Near Stocks Bridge
Village notice board south	Near Stocks Bridge
Bus shelter	Near Village Hall
Notice Boards north	1 on bus shelter 1 in Church Road
Playing field	Goal post
Village Sign north	Lime Kiln Road next to St Andrews Church
2 Dedication seats	Cemetery
Cemetery Fencing	Cemetery
2 Planters	Church Road (between Village Hall and old school)
4 Dog Waste Bins	Church Road (between Village Hall and old school); The Row (near footpath to village hall; Station Road/Hilgay Road junction; Playing Field.
War Memorial	St Andrew's Church Graveyard

## PC Contact Details

E-mail: [clerk@westderehamparishcouncil.uk](mailto:clerk@westderehamparishcouncil.uk)

Claire Cann (Chairman) Tel: 01366 501540

Lorraine Hunt (Vice-Chairman) Tel: 07917 865025

Pam Bullas Tel: 01366 501287

Tom Foy Tel: 01366 501222

Paula Kellingray Tel: 01366 500256

Pam Walker Tel: 01366 501426

Claire Williams Tel: 01366 500793

## Other Emergency Contacts

Local County Councillor	Brian Long	Tel: 01945 430169	Mobile: 07920286601
Local MP	Elizabeth Truss	Tel: 01842 757345	
Norfolk Association of Local Councils		Tel: 01603 638495	
King's Lynn & West Norfolk Borough Council		Tel: 01553 616200	
Fly Tipping (on public land)		Tel: 01553 616200	
Fly Tipping (other)		Tel: Environment Agency Hotline Number (see below)	
Environment Agency		Tel: Incident Hotline 0800 807060	
Environment Agency		Tel: Floodline 0845 9881188	
Norfolk County Council		Tel: 0344 8008020 (Monday to Friday 9am-5pm)	
Emergency Services (Fire, Police & Ambulance)		Tel: 999	

## Implementation of BCP

- i. The Clerk to implement all business continuity actions unless the Clerk is unavailable.
- ii. If the Clerk is unavailable and urgent action is required the Chairman or the vice Chairman (or any other Councillor with the appropriate and available agreement) will implement all business continuity actions.

## Review of Plan

- BCP to be reviewed annually
- The Clerk to check that all contact details are current and correct
- The PC to consider whether the critical activities, key risks and contingency plan actions are current, comprehensive and sufficient
- An updated Business Continuity Plan to be given to all Councillors.