



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 a 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

Lorraine Hunt (Chair)	Tel: 07917 865025
Tom Foy (Vice-Chairman)	Tel: 07850 386798
Nick Drew	Tel: 01366 502109
Stuart Glover	Tel: 07775 515102
Tim Glover	Tel: 07775 515101
Keith Gore	Tel: 07516 906086
Susan Pepper	Tel: 01366 502223

Other Emergency Contacts

Local County Councillor	Brian Long	Tel: 01945 430169	Mobile: 07920286601
Local Borough Councillor	Alan Holmes	Tel 01366 380606	Mobile: 07973 980266
Local MP	Elizabeth Truss	Tel: 01842 757345	
Norfolk Association of Local Councils		Tel: 01603 638495	
<u>King's Lynn & West Norfolk Borough Council</u>		Tel: 01553 616200	
Outside Normal Hours		Tel: 01553 616601	
Fly Tipping (on public land)		Tel: 01553 616200 (can also register on-line)	
Dangerous Fly Tipping		Tel: 0800 253 2687	
<u>Environment Agency</u>			
Fly Tipping (other)		Tel: Environment Agency Hotline Number (see below)	
Incident Hotline		Tel: 0800 807060	
Floodline		Tel: 0845 9881188	
<u>Norfolk County Council</u>		Tel: 0344 8008020 (Monday to Friday 24 hours)	
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.