**SHARLSTON PARISH COUNCIL**

**BUSINESS CONTINUITY PLAN**

Name: SHARLSTON PARISH COUNCIL

Address: C/O 74 THORNTREE AVENUE, CROFTON, WAKEFIELD, WF4 1NT

Contact telephone no*:* 07379 653672

Business Continuity Management is:

A planning process for all businesses and local authorities, small or large, to help reduce the impacts caused by disruptions and emergencies that can threaten its survival.

This document is the Council's record of information and actions the Council would take to help prepare for emergencies or serious business disruptions to enable the council to recover as quickly as possible afterwards. A copy is kept by the Chair (and handed over when the Chair resigns to the new Chair) and the Clerk.

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|---|---|
| This Business Continuity Plan is the property of: | The Parish Council |
| Adopted by Sharlston Parish Council on: | 2nd March 2026 |
| Next review date: | 2nd March 2026 and annually there afterwards |

**PLANNING ACTIONS**

| **Loss or disruption to the Council:** | | |
|---|---|---|
| **Loss** | **Disruption** | **Action** |
| Staff | Key staff are off work due to sickness | Temporary Staff are employed for periods of long-term sick. A staffing contingency figure is included in the budget to cover temporary staff for periods of long-term sick leave |
| | Threat of sickness (widespread virus) | Staff are required to work from home and given the relevant equipment and permission to perform their tasks from home |
| | Workstation | A workstation risk assessment to be completed for home working by the employee |
| | Key staff resign | Chair holds a recruitment folder with template job advert, job description, person specification and application form. YLCA to provide advice on recruitment and aim to employ a qualified clerk or someone who will work towards CiLCA qualification. Support |

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| | | from YLCA for local council sector advice. |
| IT and Data | IT equipment is damaged irrecoverably, and backups have not worked | Information is saved on a cloud as well as on IT equipment and hard drive backups |
| Building(s) staff work from | N/A | Staff work from home, with remote access to emails and shared files – password protected |
| Suppliers | Companies cease trading | New suppliers are found |
| Customers | Allotment tenants resign/loss of income | Approach next on waiting list / refunds at Council's discretion |
| Equipment | Damage or breakdown | Work is emailed/scanned and printed elsewhere (by a councillor or Clerk's own equipment until replacement or repair arranged.<br><br>The maintenance contractor is called out to repair the equipment immediately. |

**EMERGENCY CONTACTS**

Listed here are the details of Key Persons that the Council may need to contact to make it aware of an emergency or serious business disruption.

| Name | Mobile | Personal Email |
|---|---|---|
| Chair – Paul Belbin | 07712 779897 | paulbelbin@btinternet.com |
| Clerk – Emma King | 07379 653672 | theclerk@sharlstonparishcouncil.gov.uk |
| Vice Chair – Julie Nicholson | 07519 182445 | cllrjnicholson@yahoo.com |

**BUSINESS CONTACTS**

Listed here are the Council's key customers and suppliers; they will be contacted in the event of an emergency or serious business disruption.

| Contract details | Company | Contact | Telephone No. |
|---|---|---|---|
| Telephone supplier | Three | N/A | 0333 338 1001 |
| Website Host/Provider | Onscreen | Paul Townend | 01924 890283 |
| CCTV | Hall & Rhodes | N/A | 01484 657921 |

**OTHER CONTACTS / SUPPLIERS & USEFUL NUMBERS**

Listed here are other businesses the Council could use in event of its normal supplier being unavailable.

| Company | Contact Name | Telephone No. |
|---|---|---|
| Catteralls Solicitors | Danielle Knee | 01924 291122 |
| Christmas / event singer | Johnny Evans | 07957 737339 |
| Cooling – Land enquiries | Louise Cooling | 07909 202775 |
| Crossley Street Christmas Tree | Amanda Squires | 07736 815671 |

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|---|---|---|
| Dan Verity (regular contractor - small Xmas tree installation/handyman) | Dan Verity | 07788 275072 |
| Defibrillator Guardian | Vivienne Rowden | Via email |
| Environmental Health | Martin Gledhill | 07810 152592/07713 329853 |
| Express Signs (regular contractor) | Samantha Wilks | 01977 700315 |
| External Auditor (PKF Littlejohn) | N/A | 020 4621 9920 |
| Farm – grit storage & refilling | Will Easterby | 07747 753322 |
| Farm – small Xmas tree storage | Mark Ramskill | 07980 641359 |
| Hanging Basket/Planter Contacts | TBC | TBC |
| Hodgson Electrical (defib check/general electrical support) | Dan Hodgson | 07446 871390 |
| Internal Auditor | Julie Winham | 07745 754872 |
| Message Maker (SID) | Darrell | 07701 356630 |
| Neighbourhood Police Team | Abbie Anthony | Via email |
| Printers for Annual Report (Habro) | Martyn Harris | 01977 792252 |
| RBL Rep for remembrance wreath | Emma Dawson | 07757 625446 |
| Sharlston Angling Club | Colin Chapman | 07909 962126 |
| Sharlston Community Centre | Phil Boyes<br><br>Zoe Kozlowski | 07720 081967<br><br>07935 428768 |
| Sharlston Cricket Club | Robert Simpson | Via email |
| Sharlston Rugby Club | Sharon Bingham | 07990 553716 |
| Sharlston Community School | Luke Oldroyd (Headteacher) | 01924 967614 |
| Sharlston Sports & Social Club | Danny Kirmond<br><br>Kirsty Bird | 07429 992697<br><br>07709 744992 |
| SLCC | N/A | 01823 253646 |
| Wakefield Council Christmas Tree Provision | Joe Stanhope | 07415 991401 |
| Wakefield Council (general enquiries/report issues) | N/A | 0345 8 506 506 |
| Wakefield Council Elections | Andrew Raven | 01924 305023 |
| Wakefield Council – Grounds Maintenance | Wendy Allen/Sara-Jane Davies | 07825 079124 |
| Wakefield Council Lamppost Checking | Katherine Davison | 01924 307886 |
| Wakefield Council Precept | Paul Heppenstall | Via email |
| Woolley Edge Christmas Trees | Cheryl Noble | 07973 910717 |
| YLCA | Sheena Spence | 01937 228602 |

**INSURANCE AND BANK DETAILS**

| Company | Contact Name | Telephone No. | Policy Ref/Bank Account Details |
|---|---|---|---|
| Barclays Bank | N/A | 03457 345 345 | Business Current Account 20-89-68 / 40622184<br><br>Business Savings Account 20-89-68 / 70864722 |
| Zurich Insurance | N/A | 0800 917 9531 | YLL-2720875073 |

**RECOVERY ACTIONS**

**RECOVERY OF ESSENTIAL BUSINESS RECORDS**

| Business Records | How will you recover the records? Identify any alternative measures in place |
|---|---|
| Anti-Virus protection | Mcafee (details in email) |
| Assets | Asset Register in filing system in cloud<br><br>Some items kept at Sharlston Community Centre (publications, SID, TV & stand, charity buckets, charity cheque, Xmas lights & banners) |
| Calendar/planner | Stored in the cloud |
| Clerk's Mobile Phone | With Three – contract review December 2026 |
| Computer records / data and location | Back-up records held and stored separately. Back-up records are held on the 'cloud' and can be accessed remotely |
| Critical paper records /information and location | Deeds and such are stored e.g., in a fireproof safe at the Clerk's address. |
| Email system | Gmail account – password included in saved |
| Financial Records | A copy of the backed-up finance records is saved on the Council's 'cloud' storage system The Council's laptop has its financial platform (excel) saved and the finance reports can be provided to the Finance Committee |
| Keys | A fireproof key safe holds the spare set of keys to buildings; the clerk and chair have access to the Community Centre (agreed by the council). |
| Loan | With Public Works Loan Board. 10-year term from April 2024. Payments made in April & October annually. |
| Meetings & Events | Agendas, Minutes, Open Day Contacts, event calendar all included in filing system in cloud |
| Passwords | A record of all passwords is in a sealed envelope with the Chair to be opened if and when necessary. |
| Regular payments | All regular payments are set up as standing orders or direct debits and are detailed in |

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| | mandate under finance files. All regular payees are set up within online banking. |
| Payroll | The Clerk & Caretaker are paid monthly via standing order (28th or next working day). Payroll is administered and recorded monthly (28th or next working day) using the PAYE software on desktop of Clerk's laptop. Government Gateway details included in password information. |
| Room hire for meetings | Annual agreement for monthly meetings & ad-hoc committee meetings with Community Centre Management Committee – invoiced annually in February/March |

A Copy of essential information, including this Business Continuity Plan, is held by the Chair and Clerk of the Council at their home address. No other Councillor or member of staff has access to this information.

**RECOVERY - KEY EQUIPMENT NEEDED**

Listed here are the essential equipment the council may need to replace if lost, or if the council had to move to an alternative site

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| Essential Equipment – laptop, monitor, keyboard, mobile phone, printer/copier |
| Critical IT records and Data – including personnel records |
| Specialist equipment – SID, CCTV |
| Computer software |
| Pension and HMRC data |
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**RECOVERY ACTIONS**

| Recovery Actions |
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| Advise all Councillors |
| Activation of Business Continuity Plan |
| Inform and allocate actions to staff |
| Inform key suppliers and customers and provide a recovery timescale |
| Activate alternative suppliers, premise, equipment |
| Review diary and customer commitments |
| Advise insurance provider |
| List of key dates;<br><br>Insurance Policy renewal date; 16th January<br><br>Precept demand to Principal Authority by; 10th February (approximately – exact date in letter from authority in December each year)<br><br>Budget to be approved by: January meeting at latest<br><br>key event dates – see calendar |

**RECOVERY LOG**

Below is a record of all the events, actions, and decisions the Clerk/Proper Officer of the Council has taken.

| Date/Time | Action | Action By | Complete |
|---|---|---|---|
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**Additional Notes**

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Adopted by Council: 2nd March 2026

Review date: March 2027

Signed

*Cllr P Belbin* Chair

*Emma King* Clerk

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