

Business Continuity/Handover Notes

I was asked to put forward a list of possible notes to write for business continuity and/or handover purposes.

1. Audit
2. Banking
3. Burial Ground
 - a) Bins
 - b) Business Rates
 - c) Exclusive Rights of Burial – sales and transfers
 - d) Interments
 - e) Memorials
 - f) Tap/Water supply
 - g) Trees
4. Council Meetings
 - a) Agendas
 - b) Minutes
5. Data Protection/Privacy
6. Defibrillator (already drafted as sample)
7. Elections and co-options
8. Finance
9. Insurance
10. Maintenance contract
11. Parish Meetings
12. Payroll
13. Pensions
14. Planning
15. VAT
16. Website
17. Woodland

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Parish Clerk

Monday 30th January 2023