



MELTON PARISH COUNCIL

FRM(20)07.03

MELTON PARISH COUNCIL – BUSINESS CONTINUITY PLANNING – UPDATE

This short report updates FERM Committee Members on matters discussed at the last FERM Committee meeting on 11 December 2019.

1. It was agreed at that meeting to seek to procure a fireproof / floodproof safe (the office is at the extremity of the flood plain which ends at the adjoining unit - number 18). Specifications and prices of 3 models are available in the following links:

- <https://www.safe.co.uk/products/master-lock-waterproof-fire-safe-lfw205fyc.html>

£339.57

60 minute fire rating

Water resistant up to 24 hours

57 ltr capacity

- <https://www.safelincs.co.uk/master-lock-lfw205twc-fireproof-safe/>

£499.99

60 minute fire rating

Water resistant up to 8 inches

56.5ltr capacity

- <https://www.securesafe.co.uk/chubbsafes-executive-65k-key-locking-60-minute-document-safe/>

£615

60 minute fire rating

No reference to water resistance

67 ltr capacity

Councillors are invited to consider these options and express a preference.

2. Also at the last meeting it was agreed to investigate the potential application of cloud storage systems. Now that the new website has launched and domain transfer taken place, the Assistant Clerk will be researching cloud storage systems. This would provide 24/7 cloud backup (offsite) and access to documentation remotely and securely. A detailed report on this will be submitted to the next meeting of FERM Committee on 8 April.

3. In terms of other actions, once the lease between the Council and its 1st floor tenant has been finalised, the responsibilities between the landlord and tenant will be clearly set out in the contractual relationship. There is already in existence a very detailed site emergency incident plan prepared by Savills for the whole Business Park. However strictly speaking we should also prepare a simple fire safety specific risk assessment in respect of the office premises to meet the requirements of the Regulatory Reform (Fire Safety) Order 2005. Once this is prepared (and with a modern building with all fire safety requirements installed and given the activities of the Council this will not be onerous) then the Business Continuity Plan will be complete.

William Grosvenor

Clerk and Executive Officer to the Council

4 February 2020