

**OFFICER DELGATED DECISION REGISTER 2020**

The following are decisions that have been taken by the Clerk as Proper Officer of the Town Council under the Emergency Scheme of Delegation as a result of the Coronavirus Bill 2020 and associated Government Restrictions. The Register is made in accordance with the 2014 Openness of Local Government Bodies Regulations.

For further details, please contact the Town Clerk by email at townclerk@saltash.gov.uk. Information exempted under the Freedom of Information Act 2000 and the General Data Protection Regulations marked \* will not be published.

Date of Decision	Reference Number	Decision Taken By	Details	Decision Agreed	Financial Value	S137 Yes or No	Committee	Sub Committee	Approved by Committee
27.03.2020	01	Cllrs P Samuels & B Phillips	Increase all business credit cards (X3) limits during the pandemic to allow supplier continuity.	APPROVED	£2,500 per card		Policy & Finance		APPROVED P&F 9.06.20
30.03.20	02	Councillors B Phillips & P Samuels	To approve that we pause the sending out of invoices for Allotment rental and pontoon berth fees for 2020/21 until further notice	APPROVED	N/A		Policy & Finance		APPROVED P&F 9.06.20
31.03.2020	03	Cllrs P Samuels, B Phillips & R Bickford	Acknowledgment of notice to suspend works due to COVID-19 at Saltash Station	APPROVED			Policy & Finance / Station Town Council		APPROVED FTC 4.06.20
02.04.2020	05	Cllrs B Phillips, P Samuels & C. Challen	Precept funds to be placed with Cornwall & Barclays Saver which will take balances above the £500,000 Risk Threshold	APPROVED	Above £500,000 Risk Threshold		Policy & Finance		APPROVED P&F 9.06.20
16/04/20	12	Cllrs B Samuels	Agreed to set up an annual payroll for members allowance	APPROVED	£200		Personnel		APPROVED PERSONNEL 28.07.20
24.04.20.	18	STC Members	Survey Poll - Re: Support for Power for the People Campaign - Local Electricity Bill	REFUSAL			Full Town Council		APPROVED FTC 6.04.20
04.05.20	20	Councillora B Phillips, P Samuels & M. Parker	Agreed to cancel all Guildhall bookings up to the end of June	APPROVED			Services		APPROVED SERVICES 8.07.20
04.05.20	21	STC Members	February 2020 Bank receipts & Payments noted via email	NOTED	N/A		Full Town Council		N/A
04.05.20	22	STC Members	March 2020 Bank receipts & Payments noted via email	NOTES	N/A		Full Town Council		N/A
11.05.20	24	Councillors R Bickford and D Yates	To approve the evaluation process for consultant applications received for Saltash Waterside:Proposed Public Realm and Flood Protection Improvements	APPROVED	N/A		Policy & Finance / Services		APPROVED P&F 9.06.20
01.04.20	30	All Members	Mayor and Deputy Mayor to remain in post as well as all	APPROVED			Policy and Finance / Full Services/ Policy and Finance		APPROVED P&F 9.06.20
28.05.20	31	Councillors M.Parker, B.Phillips & P.Samules	Agreed to send out Pontoon & allotment Invoices on a pro rata basis from the 1st June 20 - 31st March 21	APPROVED			Policy and Finance / Full Services/ Policy and Finance		APPROVED P&F 9.06.20
02.06.20	36	Library Sub Committee Members	Reopening of library safety measures - Delegated authority to allocate up to £2,000 maximum budget plus additional sums at the discretion of Chairman.	APPROVED	£2,000		Library Sub Committee		APPROVED LIBRARY 27.08.20
15.06.20	39	Councillors B Phillips & P Samuels	To increase the overall credit card limit to £7,500 and for the Administration Officer to have a card	APPROVED	N/A		Policy & Finance		APPROVED P&F 8.09.20
23.06.20	42	Councillors B Phillips & P Samuels	To split the mayors allowance over 12 months instead of 10 for 20/21	APPROVED	N/A		Policy & Finance		APPROVED P&F 8.09.20
30.06.20	43	Councillors P Samuels & G Challen	To extend Guildhall Cancellation up until the 31st July 20	APPROVED	N/A		Services		APPROVED SERVICES 8.07.20
30.06.20	44	Councillor B Samuels	Approved to hire & insurance two vans for Service Delivery usage for Staff Welfare	APPROVED	£100 per week for Hire		Services		APPROVED SERVICES 8.07.20
20.07.20	50	Councillor P Samuels and	The purchase of an additional PC and monitor for the Assistant Delivery Manager to be situated at Longstone Depot.	APPROVED	£785		Policy and Finance		APPROVED P&F 8.09.20
24.07.20	51	Councillors G Challen and	Cornwall Council – A Fair and Just Future for Cornwall.	APPROVED	N/A		Full Town Council		APPROVED 06.08.20
28.07.20	52	Councillor Dent and Fox	Emergency Licensing Determination Procedure - Pavement Licence	APPROVED	N/A		Planning and Licensing / Full Town Council		APPROVED 6.08.20
31.07.20	57	Councillors Rance, Challen and Parker	Professional Youth Work tender application opening	RECOMMENDATIONS	N/A	£40,000	Policy and Finance		APPROVED P&F 8.09.20
4.08.20	60	Councillor Bill Phillips and Pete Samuels	People Safe - Lone working devices 2 year contract for 10 devices	APPROVED	£4,200		Policy and Finance		APPROVED P&F 8.09.20
31.07.20	61	Councillor Bill Phillips and Pete Samuels	To extend Guildhall Booking Cancellations up until the 31st August 20	APPROVED	N/A		Services		APPROVED SERVICES 14.10.20
17.08.20	STC62	Councillor B Phillips and P Samuels	Guildhall Phase one recovery purchase of signs, IT equipment and Water dispensers	APPROVED	£2,575.00		Policy and Finance		APPROVED P&F 8.09.20
01.09.20	STC63	Councillor M Fox and B Phillips	Annual Subscription to Survey Monkey	APPROVED	£384.00		Policy and Finance		APPROVED P&F 8.09.20
11.09.20	STC64	Library Sub Committee Members	To stop handling Payments via the Library & Information Service relating to Cornwall Council Services	APPROVED	N/A		Library Sub Committee		APPROVED SERVICES 14.10.20
15.09.20	STC65	CANCELLED	CANCELLED	CANCELLED	N/A		CANCELLED		CANCELLED
15.09.20	STC66	Councillor Dent and Phillips	Kitchen equipment for Maurice Huggins Room	APPROVED	£472.93		Property Maintenance Sub Committee		APPROVED Property Maintenance 22.09.20
03.09.20	STC67	Councillor M.Fox, B Phillips and P Samuels	To extend Guildhall Booking Cancellations up until the 30th September 20	APPROVED	N/A		Services		APPROVED SERVICES 14.10.20
22.09.20	STC68	Councillors Parker, Phillips and Dent	To approve a subscription to Libraries Connected CILIP for the Community Hub Team Leader	APPROVED	£100		Library / Services		APPROVED SERVICES 14.10.20
24.09.20	STC69	Councillors Fox, B.Phillips	To approve to transfer £220,000 of the Precept funds to Nationwide	APPROVED	N/A		P & F		APPROVED P&F 10.11.20

24.09.20	STC70	Councillors Fox, P Samuels	To approve to transfer £100,000 to the Active Saver which will take the balance above the approved Investment limit of £500,000 for a period of one	APPROVED	N/A		P&F	APPROVED P&F 10.11.20
28.09.20	STC71	Library Sub Committee Members	To extend the Library overdue charges until the end of 2020 and review in the New Year	APPROVED	N/A		Library Sub Committee/ Services	APPROVED SERVICES 14.10.20
30.09.20	STC72	Library Sub Committee Members	To approve the Library Phase 2 service and costings.	APPROVED		£391.20	Library Sub Committee/ Services	APPROVED SERVICES 14.10.20
2.10.20	STC73	Councillor Fox and Phillips	To approve additional expenditure for Operation London Bridge Town Seal Badge	APPROVED		£415.14	P&F	APPROVED P&F 10.11.20
5.10.20	STC74	Councillors Dent, Phillips and Parker	To approve the purchase of a PC for the Community Hub Team Leader situated at the	APPROVED		£720.00	Library Sub Committee/ Services	APPROVED SERVICES 14.10.20
02.10.20	STC75	Councillor M.Fox, B Phillips and P Samuels	To extend Guildhall Booking Cancellations up until the 31st October 20	APPROVED	N/A		Services	APPROVED SERVICES 9.12.20
12.11.20	STC76	Councillor Parker & Phillips	Change of contract to purchase and maintain all fire extinguishers from Chubb Fire &	APPROVED		£624.40	Services	APPROVED SERVICES 9.12.20
03.11.20	STC77	Councillor M.Fox, B Phillips , M. Parker	To extend Guildhall Booking Cancellations up until the 30th November 20	APPROVED	N/A		Services	APPROVED SERVICES 9.12.20
03.12.20	STC78	Councillor M Fox and B Phillips, M,. Parker	To extend Guildhall Booking Cancellations up until the end of the financial year 31st March 2021	APPROVED	N/A		Services	APPROVED SERVICES 9.12.20
10.10.20		Councillor M Fox & B.Phillips	To renew the Annual Main Insurance for the Council with Zurich, 2nd Year of a 3 Year Contract	APPROVED				APPROVED P&F 12.01.21
11/11/20	STC79					£8,517.22	P&F	
	STC80	Councillor M Fox & B.Phillips	To renew the Annual Cyber Insurance with Zurich	APPROVED		£614.13	P&F	APPROVED P&F 12.01.21
		Councillor M Fox & B.Phillips	To renew the Annual Pontoon Insurance with WPS	APPROVED				APPROVED P&F 12.01.21
11/12/20	STC81					£1,985	P&F	
05/01/21	STC82	Councillor Parker & Phillips	To appoint a company to carry out all Fire Risk Assessments for all STC buildings and assets	APPROVED		£1,245	SERVICES	APPROVED SERVICES 10.02.21
18/12/20	STC83	Councillor Parker & Phillips	To appoint DCW to collect recycling waste.	APPROVED		£493.68	SERVICES	APPROVED SERVICES 10.02.21
01/02/21	STC84	Councillor Fox and Phillips	Website integration costs to allow for CIVICA Modern.gov application	APPROVED		£180.00	P&F	On Agenda 9.03.21
09/02/21	STC85	Councillor Fox and Phillips	Renewal of CANVA annual subscription	APPROVED		£107.88	P&F	On P&F Agenda 9.03.21
02/03/21	STC86	Councillors Fox and Phillips	Approved the procurement of an additional SSL certificate from April 2022 for two years due to	APPROVED		£150.00	P&F	On P&F Agenda 9.03.21
29/01/21	STC 87	Councillors Fox, Phillips, P Samuels	Approve Transfer of £250,000 from Cornwall Council Investment A/c to Barclays Active Saver for operational expenditure up until 31st March 2021	APPROVED			P&F	On P&F Agenda 9.03.21
05/03/202	STC 88	Councillors Fox and Phillips	To renew the Annual Fleet Motor Insurance with WPS	APPROVED		£1,870.76	P&F	On P&F Agenda 9.03.21
11/03/21	STC89	Councillors Fox and Phillips	Procurement of an additional office phone and power pack including distribution for the Administration Department	APPROVED		£203.00	P&F	
17/03/21	STC90	Councillors Dent and Phillips	Reinstatement of library overdue fees as of September 2021	APPROVED			SERVICES	Library Sub Committee