

OKEHAMPTON HAMLETS PARISH COUNCIL

REGISTER OF DELEGATED DECISIONS MADE BY CLERK OUTSIDE OF A COUNCIL MEETING

Date	Details of Decision and Reasons	Date reviewed by Council
April 2020	Request received from Okehampton Covid-19 Support Group that Council hold grant fund income generated by the Group in order for them to provide support to the Group. Agreed Council could hold the funds in OHPC Treasurers account and earmarking them for the Group. Agreed funds to be claimed when required on production of Expenses Claim form plus supporting receipts.	May 2020 meeting
April 2020	In order to facilitate virtual meetings with no limit on length of meeting, Clerk purchased Zoom package at cost of £119.90 for 12 month use.	May 2020 meeting
April 2020	Wren Music grant request approved at minute ref 248/10.2 3 rd March meeting, £250, as grant awarded for Lantern Parade which has now had to be cancelled, Clerk advised Group request approved however in view of current circumstances funds would not be paid to the Group and the Group requested to contact the Council again when the event could be held when the request would be reviewed again.	May 2020 meeting
Aug 2020	Emergency works identified in Meldon Woods caused by Ash Die Back, costs to fell affected trees £700, C Banbury authorised to proceed with work as identified as emergency and identified trees close to paths and road. C Banbury already formally appointed as emergency contractor.	Sept meeting
Dec 2020	Request from Covid-19 Support Group for cash advance re Grant received from DCT where funds have to be used by mid January. Terms of grant seen by Clerk, confirmation from 2 other Covid-19 Group members received in email advising the Group wished the funds to be paid to B Wood, Payment of £500 made, receipts to be provided after funds used.	January 2021 meeting
Dec 2020	<p>Craig Banbury appointed to undertake formal survey of trees in Meldon Woods and Old Town Park.</p> <ul style="list-style-type: none"> • Covid situation makes meeting range of contractors on site and their ability to undertake the work during this time very difficult. • Cost of £45 per hour are a going rate for a fully qualified person to undertake this work as Craig is. • He is familiar with woods • He understands that ongoing work will go out to formal tender 	January 2021 meeting

	<ul style="list-style-type: none"> Reference made to Chairman who agreed appointment of C Banbury was an appropriate action at this time. 	
Jan 2021	<p>C Banbury asked to carry out identified Emergency Work on trees in Meldon Woods and Old Town Park</p> <ul style="list-style-type: none"> C Banbury already appointed by Council as contractor to carry out emergency works. Works identified by qualified individual and therefore risk to Council for delaying work considered unacceptable. Views from councillors obtained – 3 felt alternative quotes should be obtained, 3 felt work should proceed considering the 2 points above. Future non emergency work will go out to formal tender. 	February 2021 meeting
20 Jan 2021	<p>Okehampton Covid-19 Support Grant request – after request for funding agreed at Council meeting of 5th Jan, minute ref 258/10.2 conditions/clarification imposed on use of funding to comply with Local Government legislation. As Clerk, I felt use of funds was not made clear to Councillors at their meeting. Chairman advised of restrictions, no consultation with other councillors made at time of decision as decision made to ensure council acted within the law. Letter sent to Covid Group advising them of successful application with conditions.</p>	February 2021 meeting
20 Jan 2021	<p>Instructions given to WesternWeb (Councils preferred website supplier) to make enhancements to website to enable documents relating to meetings to be loaded for viewing by Councillors and members of the public, costs £72 including enhancements to existing documents storage and sorting. Loading of documents identified as a requirement in last Internal Audit, those actions previously reviewed by Councillors when agreed they should be completed.</p>	March 2021 meeting