



## 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](mailto: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exempted under the Freedom of Information Act 2000 and the General Data Protection Regulations marked \* will not be published.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 contiunity.	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 / Town Council	Station	APPROVED FTC 4.06.20
02.04.2020	05	Cllrs B Phillips, P Samuels & C. Challen	Precept funds to be placed with Cornwall & Barlcays 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
16/04/2020	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	Februay 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	APPROVED	N/A		Policy & Finance / Services	APPROVED P&F 9.06.20
01.04.20	30	All Members	Waterside:Proposed Public Realm and Flood Protection Improvements Mayor and Deputy Mayor to remain in post as well as all Chairs and Vice Chairs of each Committee and Sub Committees until such time as Council can resume full operations.	APPROVED			Policy and Finance / Full Town Council	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			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	On Agenda 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	On Agenda 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	On agenda 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		APPROVED SERVICES 8.07.20
20.07.20	50	Councillor P Samuels and B Phillips	The purchase of an additional PC and monitor for the Assistant Delivery Manager to be situated at Longstone Depot.	APPROVED		£785	Services Policy and Finance	On agenda 8.09.20

24.07.20	51	Councillors G Challen and P Samuels	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	Counillors Rance, Challen and Parker	Professional Youth Work tender application opening	RECOMMENDATIONS	N/A	£40,000	Policy and Finance	On agenda 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	On Agenda 8.09.20
31.07.20	61	Councillor Bill Phillips and Pete Samuels	To extend Guildhall Boking Cancellations up until the 31st August 20	APPROVED	N/A		Services	
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	On agenda 8.09.20
01.09.20	STC63	Councillor M Fox and B Phillips	Annual Subscription to Survey Monkey	APPROVED		£384.00	Policy and Finance	On agenda 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	On agenda Library TBC Agenda
15.09.20	STC65	Councillor Parker and Phillips	Letter of eviction to Allotment Holder	APPROVED		N/A	Services Committee	On Agenda 14.10.20
15.09.20	STC66	Councillor Dent and Phillips	Kitchen equipment for Maurice Huggins Room	APPROVED		£472.93	Property Maintenance Sub Committee	On Agenda 22.09.20