

WALTON COMMUNITY COUNCIL – DECISIONS AND ACTIONS TAKEN UNDER DELEGATED AUTHORITY – JUNE 2020

Date	Issue	Notes	Consultation	Resolution	Authorisation
3 June 2020	Monthly Network Charge – A3 Printer	Standard Monthly Network charge of £12.50 to cover breakdown, service, support etc.	Chair and Vice-Chair of Ops (Cllrs David Newland and Amanda Taylor)	That the monthly network charge of £12.50 to cover the A3 printer is agreed.	Council Manager 3 June 2020
10 June 2020	Age UK – Key Safe Scheme	Consider continuation of Key Safe Scheme – free fitting for older residents in Walton. £80-£90 fitting for each safe.	Chair and Vice-Chair of Community Engagement Committee (Cllrs Tate Chapman-Ballard and Jaime Tamagnini)	Agree to the continuation of Age UK – Key Safe Scheme – up to a maximum of £1,000 (first come/first served basis)	Council Manager 10 June 2020
10 June 2020	Covid19 Risk Assessment	A risk assessment is required to be carried out in respect of premises, staff and facilities.	Chairman and Vice-Chairman of the Council (Cllrs Mario Toto and Adam Chapman-Ballard)	The Risk Assessment to be accepted and revised as government guidance changes.	Council Manager 10 June 2020
10 June 2020	Community Transport Scheme – Covering Registration Costs	To continue funding towards the Community Transport Scheme – to cover registration costs of older residents in the parish. £45 Registration fee for the service.	Chair and Vice-Chair of Community Engagement Committee (Cllrs Tate Chapman-Ballard and Jaime Tamagnini)	To continue the Community Transport Scheme for older residents of the parish, up to a maximum of £300 (first come/first served basis)	Council Manager 11 June 2020
11 June 2020	Browns Wood Sports Ground – Repairs to Footbridge from Car Park (Elgar Grove)	As agreed by Projects Committee, works to be carried out. On inspection, there is a requirement to install 3 steel beams at an extra cost.	Chair and Vice-Chair of Operations Committee (Cllrs David Newland and Amanda Taylor)	Agreed an additional cost to install 3 steel beams - £1,550 + VAT to be funded from s.106 monies.	Council Manager 11 June 2020

11 June 2020	Browns Wood Sports Ground – Repairs to Footbridge off Holst Crescent	Government guidance is now available about the holding of meetings virtually, including Parish ACM's. Not holding an ACM would delay introduction of the new Committee Structure as the remits for each Committee had yet to be approved.	Chair and Vice-Chair of Operations Committee (Cllrs David Newland and Amanda Taylor)	Agreed to repair the damaged footbridge by the replacement of 12 larchwood footboards with anti-slip paint. To be funded from s.106 monies.	Council Manager 11 June 2020
18 June 2020	Purchase of Laptop	Replacement of old laptop no longer fit for purpose. This will support working from home arrangements / virtual meetings.	Chairman of the Council (Cllr Mario Toto) and Chair of Operations Committee (Cllr David Newland)	A laptop to be purchased, up to a maximum of £500, to be funded from the office equipment budget.	Council Manager 18 June 2020
22 June 2020	Planting at Tansman Lane Play Area	Planting low maintenance lavender shrubs.	Chair and Vice-Chair of Operations Committee (Cllrs David Newland and Amanda Taylor)	Planting of lavender shrubs at Tansman Lane Play Area at a cost of £830 + VAT, to be funded from the Strategic Landscaping budget.	Council Manager 23 June 2020
25 June 2020	Summer Play Activities – Caldecotte Xperience / Special Ops	Risk assessment carried out in respect of providing summer play activities at Caldecotte Xperience and Sgt Mac's Special Ops (Potterspurty)	Chair and Vice-Chair of Community Engagement Committee (Cllrs Tate Chapman-Ballard and Jaime Tamagnini)	Agreed that arrangements be made, on the proviso that appropriate measures are in place, in accordance with Covid19 government guidance.	Council Manager 25 June 2020

25 June 2020	Parish Guardians – Children’s Litter Picking Kits	To support a family recruitment drive, to purchase 10 children’s litter picking kits (Hi Viz, Small Litter Pickers, Gloves)	Chair and Vice-Chair of Operations Committee (Cllrs David Newland and Amanda Taylor)	Agree to purchase 10 children’s litter picking kits, up to a cost of £300, to be funded from the Parish Guardians budget.	Council Manager 25 June 2020
--------------	---	---	--	---	-------------------------------------

ADOPTED SCHEME OF DELEGATION (as from 24 March 2020)

Due to the Covid19 pandemic and to ensure that the Council complies with Government instructions, an emergency Full Council meeting, held on 24 March 2020, adopted a scheme of delegated authority that will ensure that the Council functions without the need for public meetings.

The Council adopted:

- There shall be delegated to the Council Manager (or the Assistant Council Manager in her absence), the authority to act in respect of any function of the Council on a matter which would otherwise cause a delay or which may prejudice the Council. This delegated authority shall be exercised in consultation with the Chairman, Vice-Chairman and Chair of the Regulatory Committee.
- There shall be delegated to the Council Manager (or the Assistant Council Manager in her absence), the authority to act in respect of any function of a Committee on a matter which would otherwise cause a delay or which may prejudice the Council. This delegated authority shall be exercised in consultation with the Chairman, the Vice-Chairman and Chair or Vice-Chair of the Committee within whose terms of reference the function lies.
- Each exercise of delegated authority under this Standing Order shall be reported for information to the appropriate meeting of the Committee within whose terms of reference the function lies. The report will then be received by an appropriate meeting of Full Council.
- The delegations in this Standing Order are in addition to and without prejudice to the powers of the Council or its Committees to arrange for the discharge of any of its functions by an officer.