

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

Date	Issue	Notes	Consultation	Resolution	Authorisation
6 May 2020	2019/2020 End of Year Accounts		Virtual meeting attended by Councillors Bolton, Lorrimer-Roberts, Newland, Tamagnini and Toto (Chairman)	That the end of year accounts be approved.	Council Manager and RFO 6 May 2020
6 May 2020	Scheme of Delegated Authority – March and April 2020	The meeting received details of authorized decisions and actions taken in March and April 2020.	Virtual meeting attended by Councillors Bolton, Lorrimer-Roberts, Newland, Tamagnini and Toto (Chairman)	That the delegated decisions and actions taken in March and April 2020 be confirmed.	Council Manager 6 May 2020
6 May 2020	Summer Play Activities - Caldecotte Xperience Key Worker Scheme	Plans to provide week-long play activities for children of key workers at £160 p/week and a request for WCC to subsidise each child by £40 p/week. The child/instructor ratio would be changed from the usual 10:1 to 6:1.	Virtual meeting attended by Councillors Bolton, Lorrimer-Roberts, Newland, Tamagnini and Toto (Chairman)	That the Caldecotte Xperience key worker scheme be supported and subsidized up to a maximum of £1,500. This will be funded through the 'Youth Activities' budget.	Council Manager 6 May 2020
6 May 2020	MK Play Association (cancelled Easter play activities) - Payment	To pay the invoice to MKPA for activities not received throughout Easter, which will be credited against future activities we book with the organisation. This will help the organisation through the Covid19 situation.	Virtual meeting attended by Councillors Bolton, Lorrimer-Roberts, Newland, Tamagnini and Toto (Chairman)	To provide help to MKPA, to agree to pay for the full cost of activities booked for Easter, with the amount credited to activities in summer or at a later date.	Council Manager 6 May 2020

6 May 2020	Browns Wood Sports Ground – Damage to Small Footbridge off Holst Crescent	The wood on the bridge has rotted. Warning signs have been installed by the Community Warden.	Virtual meeting attended by Councillors Bolton, Lorrimer-Roberts, Newland, Tamagnini and Toto (Chairman)	Agree to fix the bridge and obtain a quote for the repairs.	Council Manager 6 May 2020
6 May 2020	Annual Council Meeting (ACM)	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.	Virtual meeting attended by Councillors Bolton, Lorrimer-Roberts, Newland, Tamagnini and Toto (Chairman)	That a virtual meeting of Annual Council be arranged for Wednesday 3 June 2020.	Council Manager 6 May 2020
6 May 2020	Community Events 2020	To consider cancelling the following events, until further notice: Youth Music Event – 11 July Cinema Night – 22 Sept Concert at HK – 6 Oct Xmas Celebration – 5 Dec	Virtual meeting attended by Councillors Bolton, Lorrimer-Roberts, Newland, Tamagnini and Toto (Chairman)	The Youth Music Event to be re-arranged for 2021. The remaining events to remain in the Council diary, until further guidance is received from Central Government.	Council Manager 6 May 2020
6 May 2020	Updated Business Continuity Plan		Virtual meeting attended by Councillors Bolton, Lorrimer-Roberts, Newland, Tamagnini and Toto (Chairman)	The updated Business Continuity Plan was agreed.	Council Manager 6 May 2020
6 May 2020	HR Update	Council Manager and Operations Officer continue to combine working from home (WFH) and working in	Virtual meeting attended by Councillors Bolton, Lorrimer-Roberts, Newland,	That the current arrangements continue until the Council is at a stage or working towards	Council Manager 6 May 2020

		the office. The Community Engagement Officer, RFO and Admin Officer continue to WFH and Warden continuing 'business as usual'	Tamagnini and Toto (Chairman)	'business as usual'.	
12 May 2020	Write-Off of Bad Debts	To write-off 'debts' of £8,828. £8,538 relates to expected funding in 2018, from the Parish Partnership Fund which did not materialise and had not been removed from the budget. £290 was from expected income from newsletter advertising which, despite chasing, had remained unpaid.	Chairman and Vice Chairman of the Council (Cllrs Mario Toto and Simon Lorrimer-Roberts) and Chair of Regulatory Committee (Cllr Amanda Taylor)	That the 'debts' be written-off and that the three organizations that had not paid for advertising, are no longer allowed to advertise in Walton Matters unless payment for the advertising in 2017 is paid up front.	Council Manager 12 May 2020
12 May 2020	Browns Wood Sports Ground – Car Park and Multi-Use Games Area (MUGA)	In view of changed government guidance on use of parks, to consider opening the Car Park and MUGA at Browns Wood Sports Ground	Chair of Operations Committee (Cllr David Newland) and Chair of Projects Committee (Cllr Tate Chapman-Ballard)	To keep both the MUGA and car park closed at present but to monitor the situation closely.	Council Manager 12 May 2020
29 May 2020	Browns Wood Sports Ground – Opening of Car Park	In accordance with government guidance on the opening of parks (not play areas).	Chair of Operations Committee (Cllr David Newland) and Chairman of the Council (Cllr Mario Toto)	To open the car park at Browns Wood Sports Ground on 3 June 2020.	Council Manager 30 May 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.