

decision record

OFFICER DELEGATED DECISION REGISTER 2020

The following are decisions that have been taken by the chair, members or clerk as proper officer of the parish council, under the Emergency Scheme of Delegation as a result of the Coronavirus Bill 2020 and associated government restrictions. Michaelstow Parish Council are voting on issues by email and details of these votes are kept on the list below for reasons of public transparency. The register below is made in accordance with the 2014 Openness of Local Government Bodies Regulations.

For further details, please contact the clerk by email at michaelstowparish@gmail.com. Information exempted under the Freedom of Information Act 2000 and the General Data Protection Regulations marked * will not be published.

Proposal 12: St Breward Brownies have membership from Michaelstow. They have requested a donation. The council agree to arrange donation for the brownies but transfer this to Michaelstow Community Fund.

Proposal 11: Councillors agree that Cllr. Whitby has lost his position as Cllr due to the 'six month rule' and that his place on the parish council has become vacant. The clerk will inform Electoral Services and the post will be re-advertised as legally required.

Proposal 10: Councillors approve the [draft minutes of meeting held on July 2nd 2020](#)

Proposal 9: **Councillors agree to make the following payments**

Date of decision 06.08.2020

Decision Taken By: clerk drawn cheques posted to & co-signed by chair

Further details:

a) 20.5 hours maintenance of parish by * @ £14per hour = £287

b) clerk's annual 'work from home' office costs £125

c) payment to Treveighan Methodist Chapel as a donation £220 and £60 for caretaker (approved at July Meeting)

DECISIONS TO HERE APPROVED AT PARISH MEETING THURSDAY 2ND JULY

Proposal 8. Councillors to approve the following payments

Date of Decision: 10.06.2020

Decision Taken By: clerk drawn cheques approved by chair

Further details:

SDH Accounting Services for internal audit, cheque 0196 for £125

Microsoft 365 software cost to be shared between St Tudy Parish & Michaelstow repaid to clerk. cheque 0197 for £40

Maintenance Services to Parish by * cheque 0198 for £175

Proposal 7. Councillors approve the figures on the accounting statements

Date of Decision: 04.06.2020

Decision Taken By: approved by email vote from councillors

Further details: clerk to complete AGAR form, identify and explain variances in income and expenditure and identify publication dates

Proposal 6. Councillors to approve the annual governance statement in the audit for 2020

Date of Decision: 04.06.2020

Decision Taken By: approved by email vote from councillors

Further details: clerk to complete AGAR form and identify publication dates

Proposal 5. Councillors agree to the annual gross income and expenditure figures in the External Auditor Exemption form for the 2019 - 2020 audit

Date of Decision: 04.06.2020

Decision Taken By: approved by email vote from councillors

Further details: clerk to obtain chair's ,wet, signature for exemption form and post to auditor

Proposal 4. Councillors agree to membership of the Local Maintenance Project for 2020 – 21

Date of Decision: 01.05.20

Decision Taken By: 5 votes in favour

Financial Value: Annual grant income of £275.76 to subsidise payments made to parish maintenance worker

S137 No

Further details: clerk to respond by email to Countryside Team Leader with acceptance form

Decision proposal 3: **Councillors agree to the clerks annual increment in pay from grade 37 of LC2 to 38.**

Date of Decision: 01.05.20

Decision Taken By: 5 votes in favour

Financial Value: Ongoing

S137 No

Further details: Clerk to inform payroll and write letter to bank to inform change of payment.

Proposal 2: **Councillors agree to make the following payments**

Date of Decision: ongoing expenditure list

Decision Taken By Parish Council

Financial Value: Ongoing payments list

Renewal of insurance with BHIB £182.80

ICO GDPR/ Data Protection Act Payment £ 40

Payroll Services for 2020 / 21 £ 73

Spangle Fish websites for upgrade/no adverts £ 29.95

05.05.20 Payment for VE day wreath £38.80

Running total: £364.55

S137 No

Further details:

Decision proposal 1: **Councillors are to lay a wreath on the War Memorial on Friday May 8th.**

Date of Decision: 01.05.20

Decision Taken By: 5 votes in favour

Financial Value: £38.80 payment agreed for online order of wreath

S137 No

Further details:
