

DELEGATED DECISIONS MADE IN ACCORDANCE WITH THE BUSINESS CONTINUITY PLAN AND SCHEME OF DELEGATION

EXTRACTS FROM THE PLAN AND THE SCHEME THAT PROVIDE AUTHORITY

FULL COUNCIL

12.1 *The Council has the following meeting scheduled for April 2020:
Full Council - 6th April 2020*

The above meeting shall be cancelled and any urgent issues to be delegated to the CEO (in her absence the Deputy CEO), Mayor and Deputy Mayor

URGENT MATTERS

7.4 *In the event of a situation which requires an urgent decision to take any action and/or which may commit the Council to any expenditure, the CEO (or in her absence the Deputy CEO) shall consult the Mayor and Deputy Mayor but in the absence of the Mayor and Deputy Mayor then the CEO shall consult with any one councillor (and in the event of proposed financial expenditure only, then the Chairman of the Finance Committee shall also be consulted together with the aforementioned members) and with the concurrence of those members shall have delegated power to act on behalf of the Council in respect of the particular matter then under consideration.*

EXPENDITURE

18.1 *All spending will be under delegated responsibility to the CEO (in the CEO's absence the Deputy CEO), who shall consult the Mayor and Deputy Mayor and the Chairman of the Finance Committee. In the absence of the Mayor and Deputy Mayor then the CEO/Deputy CEO shall consult with any one councillor together with the Chairman of Finance and, with the concurrence of those members shall have delegated power to act on behalf of the Council in respect of the particular matter then under consideration. All expenditure will need to be logged and invoiced in the name of 'Ottery St Mary Town Council'. This is to enable there is a clear audit trail if needed*

DATE	DETAILS OF THE DECISION	DECISION MAKERS
31/3/2020	Agreed that the O6 can have a three year term excluded tenancy at the Station at a rent of £100 per month with no early break clause. CEO to draft up the relevant tenancy agreement for signature	The Mayor, Deputy Mayor & CEO
31/3/2020	Agreed that Richard Gomm had served a satisfactory three month probationary period as the Council's handy person and the CEO to inform him accordingly. Note Richard is happy to continue working as the Handy Person	The Mayor, Deputy Mayor & CEO
2/4/2020	Agreed the March Payment Schedule	The Mayor, Deputy Mayor & CEO and Chair of Finance
27/3/2020	Agreed to the payment of the temporary cleaner's public liability insurance premium	The Mayor, Deputy Mayor, Chair of Finance & CEO
4/4/2020	Agreed to the payment of communication radios for the volunteer group, subject to specific conditions being adhered to	The Mayor, Deputy Mayor & CEO and Chair of Finance
7/4/2020	Agreed that as the Council was contractually bound to pay increments to its employees subject to each	<u>Re Liz Graveney</u> - The Mayor, Deputy Mayor and Chair of

	employee`s performance being satisfactory during the preceding 12 months (which had been confirmed by a satisfactory appraisal in each case) that in accordance with both contracts of employments the increments would be paid wef 1 st April	Finance) The majority decision was carried in favour of paying the increment <u>Re Chris McIntyre</u> - The Mayor and Deputy Mayor (the CEO did not comment in view of a conflict of interest in this matter. The majority decision was carried in favour of paying the increment
17/4/2020	<u>Tenders</u> <u>Approved Contractors List and Legal Services</u> Agreed that Stephens and Scown be appointed to act on behalf of the Council for 1 year in all its property legal transactions with a 1 year extension subject to them performing satisfactorily during the preceding year. The start date for the legal services contract to be finalised. The Council`s current solicitor to complete all outstanding transactions . It was agreed that all contractors who had submitted tenders to be included on the approved contractors list	The Mayor, Deputy Mayor, CEO and Chair of Finance
15/4/2020	Agreed that Claire Gillon can have a one year term excluded tenancy at the Station at a rent of £100 a month. CEO to draft up the relevant tenancy agreement for signature	The Mayor, Deputy Mayor, Chair of Finance, & CEO
15/4/2020	Agreed that EDDC carry out weed removal etc in and around Ottery and at one area at Tipton St John twice a year @ £250 per session. CEO advised EDDC on 15 th April 2020	The Mayor, Deputy Mayor & CEO
15/4/2020	Agreed the revisions to the dissolution clause in the Constitution of Ottery in Bloom. OIB were advised by CEO on 16 th April 2020 as to the proposed revisions and is now waiting to hear from OIB with their decision	Deputy Mayor, Chair of Finance & CEO (Mayor not involved as had an interest)
30/4/2020	Agreeing to purchase a replacement VAS sign at Tip Hill to replace the existing damaged sign which is not economical to repair (Claire Wright will provide half the cost from her Locality Budget)	The Mayor, Deputy Mayor and CEO (the Chair of Finance opposed the purchase)
1/5/2020	Agreed the April Payment Schedule	The Mayor, Deputy Mayor & CEO and Chair of Finance. The Chair of Finance gave implied consent by authorising the payments on the banking system
13/5/2020	`To resolve to adopt supplementary Standing	The Mayor, Deputy Mayor &

	Orders to meet the statutory requirements for the holding of remote meetings, and this lasts until May 7th, 2021 or the repeal of legislation whichever is the earlier	CEO
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