



OFFICER DELEGATED DECISION REGISTER 2020

Where indicated the following decisions have been taken by the Clerk as Proper Officer of the 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 Clerk by email at admin@torpointtowncouncil.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exempted under the Freedom of Information Act 2000 and the General Data Protection Regulations marked * will not be published.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	Ref Number	Decision Taken By	Financial Value	S137 Yes or No	Details	Notes
24.03.2020	1	Clerk & RFO	N/A	No	Public conveniences closed	Disabled remain open
25.03.2020	2	Clerk & RFO	N/A	No	Operations Manager employment start date to remain	JM consulted
25.03.2020	3	Clerk & RFO	350.00	No	Online fire marshal training to be undertaken by all employees	JM & JT consulted
27.03.2020	4	Clerk & RFO	3702.00	No	Award contract for Weed spraying to Weed Control (SW)	Supported by CG, JM, JT, RS, MS, CS and EA 1st spray not yet authorised (23/04/2020)
27.03.2020	5	Clerk & RFO	2617.82	No	Online payments authorised	(AMOC) GD & JM
27.03.2020	6	March Council	50000.00	No	Transfer of investment funds to CCLA	Online transfer
27.03.2020	7	March Council	5000.00	Yes	Grant funding to Torpoint & Rame Youth Project	Online transfer
27.03.2020	8	Clerk & RFO	N/A	No	Amend the online banking access for Town Council Support Officer	JM & JT signed
27.03.2020	9	Clerk & RFO	N/A	No	Bénodet Park closed	
02.04.2020	10	Clerk & RFO	1614.34	No	Online payments authorised	(D & LC) GD & JM
02.04.2020	11	N/A	N/A	No	Official postponement of Freedom of Torpoint received from RALEIGH	
02.04.2020	12	Delegated Group plus Clerk & RFO	N/A	No	The Local Community Markets group (LCM) are working with Liskeard and Looe Foodbank in Torpoint and the local area, located in the Torpoint Library & Community Hub Building	LCM Lead
06.04.2020	13	Clerk & RFO	N/A	No	Rendel Park closed	
09.04.2020	14	Council via Skype	350.00	No	Produce, print and deliver leaflet to all households	LCM Lead
14.04.2020	15	Council via email	N/A	No	Planning Reference PA20/02307	No objections or observations
20.04.2020	16	Clerk & RFO	62.50	No	Purchase a Blue "thank you to NHS workers and key workers" flag	Suggestion from KB
20.04.2020	17	Clerk & RFO	380.00	No	Instruct annual Kitchen Extraction clean	JT consulted

22.04.2020	18	Delegated Group plus Clerk & RFO	N/A	No	Community Kitchen (approval from TTC insurers)	TTC (SC lead) working with Local Community Markets	
22.04.2020	19	Clerk & RFO	N/A	No	Rendel Park opened/Skate Park - social distancing signs put up		
23.04.2020	20	Clerk & RFO	3501.61	No	Online payments authorised	(Council) GD & JM	
23.04.2020	21	Delegated Group plus Clerk & RFO	N/A	No	Organise a 'virtual Skype Council Meeting' for Thursday 30th April 2020 Agenda items: Planning applications: PA20/02211 -Retrospective planning permission for the erection of three commercial buildings, Land at Fisgard Way, Trevol Business Park, Torpoint. PA20/01772- New rugby club and multi sports facility including clubhouse, parking and two pitches for St Columba and Torpoint RFC	Meeting start time to be changed from Council Standing Orders to accommodate 'the clap for NHS and key workers'	
23.04.2020	22	Clerk & RFO	216.00	No	12 month SIM card contract with EE for Library & Com Hub (will be used for sum up online card payment machine)		
30.04.2020	23	Virtual Skype Council meeting held with resolved decisions inc. S137 grants as detailed below and payments					1st weedspray authorised
30.04.2020	24	Council	300.00	Yes	Section 137 Grant to Cornwall Air Ambulance Trust		
30.04.2020	25	Council	1900.00	Yes	Section 137 Grant to Local Community Markets - Community Kitchen		
03.05.2020	26	Council & Mayor	N/A	No	Systems and Procedures Virtual meeting via Zoom to be held 6th May 2020		
04.05.2020	27	Clerk & RFO	11.99		Zoom - one month's subscription, to enable meeting telephone 'dial in' plus meetings to be longer than 40 minutes		
12.05.2020	28	Clerk & RFO	65.00	No	Operations Manager online Legionella training		
06.05.2020	29	Systems & Procedures	N/A	No	Trial Zoom discussion Thursday 14th May 2020		
15.05.2020	30	Delegated Group plus Clerk & RFO	400.00	No	Professional Services of Mr B White (Accountant) to assist with the Year End Accounts		

Delegated Group includes:

Councillor Mrs. C E Goodman Town Mayor

Councillor Miss R A Tanner BEM Deputy Town Mayor

Councillor E H Andrews

Councillor Mrs. J M Martin

KEY

JM Councillor Mrs. J M Martin

CG Councillor Mrs. C E Goodman
Town Mayor

JT Councillor J Tivnan BEM

RS Councillor Mrs R A Southworth

MS Councillor M Spurling

CS Councillor C R Still

EA Councillor E H Andrews

GD Councillor G J Davis

KB Councillor Mrs. K Brownhill

SC Councillor S J Corbidge MBE