**Record of Decisions taken by Clerk under Scheme of Delegation 2020**

***as generally authorised by resolution 49/20 dated 18 March 2020***

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| **Date** | **Decision** | **Details of alternative options, if any** | **Initials of consultees and any comments** |
| 1/4 | Payment of invoices due:* YLCA subs £796
* Phs £77.76
* Craven Stationery £34.62
* YW (Old School) £196.66
 | N/A | As contracted/annual payments and/or pre-ordered; Chmn as first signatory |
| 1/4 | Not to send comments to planning authority re application for development at Church St | Object or support | Agd by CC, PH and DB; no response by other consultees |
| 6/4 | Response to BMDC consultation on CAT policy – comments re timescale for implementation, and later email raising queries re terms of lease | No comment | CC, ST, AN |
| 6/4 | Not to send comments to planning authority re application for development at Shearing Path | Object or support | Agd by NS, DB; PH raised query but no obj; no response by other consultees |
| 7/4 | Payment of invoices due:* WYPF Pension Fund £130
* YW (Pavilion) £94.10
* SLCC subs (shared with DPC) £205
 | N/A | As contracted/annual payments; Chmn as first signatory |
| 7/4 | Issue of letter of authority for use by Covid-19 support group in giving permission to volunteers to work outside home | Sharing of group’s database of volunteers’ personal data with BMDC to access their standard letter of authority  | Chmn |
| 15/4 | Payment of invoice due:* Lengthsman £1125
 | N/A – as contracted | Chmn as first signatory |
| 15/4 | Issue of letter to householder on Moor Park Drive re removal of fence posts from council-owned land | Do nothing or wait until next Council or P&M meeting – delay judged inappropriate in circumstances | Initial consultation – chmn, vice-chmn, PH, NS – inconclusiveCons with full council – responses from chmn, vice-chmn, PH, NS, AJ, AN, WW, GS |
| 20/4 | Urgent maintenance of computer to deal with email issues – payment of costs of £150 | Do nothing; accept email account not functioning | Chmn as first signatory |
| 22/4 | Payment of invoice due:* Microworld (Hub IT software equipment subs)
 | N/A – as contracted; non- renewal would disable Hub IT | Chmn as first signatory |
| 24/4 | Approval of maintenance contract (and payment of invoice on 27/4) for all Council-owned IT equipment (cost £1450pa) | Continue with current ad hoc arrangements for IT maintenance (as per Clerk’s computer to date, and dealing with Hub IT in same way from end April) – judged unsatisfactory as growing need for consistent remote-access IT support for efficient operation of council business | Chmn, Vice-chmn, WW |
| 24/4 | Instruction to Microworld (IT support contractors) to transfer clerk’s email account from EUK hosting to their local management | Continue with current unsatisfactory support arrangements for email account | Chmn, Vice-chmn, WW |
| 30/4 | Payment of invoice due* Craven Stationery £39.01
 | N/A – for supplies as ordered | Chmn as first signatory |