

Morval Parish Council
Clerk's Delegated Authority Decisions Record
12th November 2014 – adopted by the council

Date Decision Taken: 11th December 2014

Reasons For and Decision Made: Due to a time restraint where a decision was needed to be given to BT by the 21st December and there not being another council meeting until January 2015, I communicated the information received from St Martin's Parish Council Council clerk to the Vice-Chair, as I was unable to get hold of the Chair. St Martin's PC clerk confirmed that the parish council had no problem at all with the telephone box in this area being removed.

As there had been no concerns raised at the recent meeting for Morval surrounding reasons why the box should remain, ie lack of mobile phone signal, unlike the concerns and clear directive agreed for the box at Sandplace, I made the decision that neither council was likely to be concerned should it be removed and informed Councillor Candy of this.

Alternative Options Considered and Rejected: The other option available was to wait until the next council meeting which was after the closing date for expressing a preference by which time the box would be removed anyway.

In addition, I could have suggested to Councillor Candy that the box stayed which would have had a financial implication to the council's budget for ongoing maintenance. I believed it to be far beyond the scope of my delegated decision authority to commit the council to this expenditure.

Where this is a decision delegated under a specific express authorisation, the names of any Councillors declaring a conflict of interest in relation to the decision:

**Morval Parish Council
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12th November 2014 – adopted by the council**

Date Decision Taken: 20th April 2015

Reasons For and Decision Made: As agreed by council at its meeting held on the 1st April, under item 14, and having reviewed the details of the three potential service providers who were able to design and create a web site for the parish council, I made a decision of which service provider to appoint. The decision was made based upon the financial limit made available to me by the council and the expertise of the three companies.

Alternative Options Considered and Rejected: The other two options available were both more expensive than the one selected and neither had the extensive experience of designing websites for parish and town council than the one selected.

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Morval Parish Council
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Date Decision Taken: 7th July 2015

Reasons For and Decision Made:

In carrying out work required to progress an agreement made by the parish council for applications to be submitted to Cornwall Council so that certain properties within the parish could be considered for inclusion on the Community Assets Register, maps were required to satisfy Cornwall Council's application criteria.

Unable to provide the detailed maps requested by Cornwall Council, I sought the assistance of a Morval Parish councillor who had ready access to the Land Registry's mapping service. The councillor would incur a £12.00 charge for the maps and so using the authority delegated to me, I requested that he go ahead and obtain the maps and invoice the council.

Alternative Options Considered and Rejected:

The other alternative available was to set up a Land Registry account for the Parish Council which I did not have permission to do and, if I had done this and purchased the maps for the council, I would have needed to pay using my debit card and would have then submitted the amount paid as part of my monthly expenses used in the course of carrying out my work. As the council rarely needs to obtain maps this did not appear at the time to be the best course of action to take and as several maps had already been rejected by Cornwall Council, time was moving on with no positive progress likely to be made without the Land Registry maps.

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Date Decision Taken: 28th September 2015

Reasons For and Decision Made:

In carrying out work required at the Sandplace noticeboard during September, I noticed that the brambles were growing out and around and under the board again and were in need of trimming back to lessen the risk of me tripping or the noticeboard becoming damaged.

I asked the Parish Council's gardening contractor to inspect the site and provide a price that could be considered for cutting the brambles back. He did so and supplied me with the cost on the 28th September explaining that he would be able to complete this piece of work the following day which would mean that the area was clear of straggly brambles for Wednesday when I next needed to complete work there.

Based upon the price given, my delegated authority cost range and the reduction of the risk, I agreed that he should carry out the work and informed the chair of my actions.

Alternative Options Considered and Rejected:

The other alternative available was to wait until the next meeting for the council to discuss and agree the cost. As I was due to carry out work at the location before the next meeting and due to the amount to be charged being within my delegated authority range, I believed that this option would do nothing to reduce the risk of a trip or fall injury whilst I was working there.

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Date Decision Taken: 29th September 2015

Reasons For and Decision Made:

Following an accident, I was unable to drive and would not therefore, be able to carry out a piece of my work that enabled the council meeting due to be held on the 7th October to remain a legal meeting.

As part of the Parish Council's risk assessment process, it had been previously agreed by the council that should I be unable to work due to sickness, a councillor would deliver the summonses and ensure that the meetings were advertised to the public as required. In following this agreement, I asked Councillor Chudleigh to deliver the summons and display the notices advertising the meetings on the noticeboards on my behalf. Following clarification from CALC, I confirmed with Councillor Chudleigh that she needed to record her mileage and submit a claim form so that the expense of carrying out this piece of work could be paid to her instead of me by the council.

The Chair was informed of the measures put in place to enable this piece of work to be completed.

Alternative Options Considered and Rejected:

The alternative options available to me were:

- Send the councillors summons by post which would have actually been more expensive than paying Councillor Chudleigh her mileage expenses and would not have resolved the problem of placing the notices on the boards to advertise the meeting to the public.
- Cancel the meeting which would have meant that the council would have possibly lost the opportunity to debate an important matter with a guest speaker who had agreed to attend the meeting.

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**Morval Parish Council
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Date Decision Taken: 13th January 2016

Reasons For and Decision Made:

As agreed by the council at its meeting held in December 2015, under item 8.4, after consideration of available A3 printers, I made a purchase on behalf of the council of a suitable printer that would enable the council to participate in the paperless planning system being introduced by Cornwall Council. At the same time, and because it was part of a special price package, I purchased the appropriate size of paper and ink for the printer.

Alternative Options Considered and Rejected:

Four other A3 printers that either did not offer as good value for money or did not have as many facilities as the one purchased.

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Morval Parish Council
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Date Decision Taken: 29th April 2016

Reasons For and Decision Made:

The council agreed at its meeting held in December 2015, under item 11.2, that the clerk should go ahead and organise repairs to the notice board at Widegates as soon as was possible due to its instability. A site meeting was held with Western Power and a representative of the Reading Room Committee to establish a safe working practice because of the electricity supply attached to the board and to consider the requirements of the Reading Room who are responsible for the electric supply boxes.

Following advice from the Western Power representative, the clerk invited four local tradesmen to quote for the work required. The work involving the building of a block wall had been agreed by all attending the meeting and appeared to be the safest way of housing the electricity boxes for the future as currently, due to the instability of the notice board, hazards were identified if it were to fall over.

Following consideration of the quotes offered and in consultation with the Chair, one was selected and the tradesman offered the work which should be carried out over the weekend commencing the 30th April. Western Power will ensure that the electricity supply boxes are re-housed on the back of a wall that will be built on Wednesday 4th May and the clerk will make arrangements for the board to be collected that evening.

Permission for carrying out the work has been obtained from Cormac and the cost of carrying out this work is within the delegated authority limit of the clerk.

Alternative Options Considered and Rejected:

Upon inspection, the boxes and the electrical cable attached them appeared to be the only thing keeping the notice board upright as its legs were so unstable. To organise a board before re-housing the boxes could have meant that the board and the boxes fell over and created further problems or hazards during the time it would take to obtain a board and have it erected. The Western Power representative advised that the electricity supply would need to be turned off if the work wasn't completed promptly which did not suit the requirements for the Reading Room. Under these circumstances and having completed a risk assessment of the condition of the board and the potential hazards should it collapse completely, it was my judgement that this option was not as safe as re-housing the electricity supply boxes first.

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Date Decision Taken: 17th May 2016

Reasons For and Decision Made:

The council had received an email from the internal auditor cancelling its internal audit appointment due to his personal circumstances. Following a discussion of this matter with the external auditor, the clerk was aware that a large number of local councils had also had their audits cancelled by the same auditor suggesting that finding another internal auditor within the timescale required to meet the external audit deadline might prove difficult. Following advice received from CALC and the external auditor and in consultation with the Chair, the clerk approached a recommended person who met the criteria for carrying out internal audits as follows:

Independent of the parish

Competent – Cilca qualified and experienced in carrying out internal audits.

The person was able and prepared to carry out the council's internal audit within a timescale that meant it would still meet its timescale obligations and for a cost that was almost the same as that expected to be paid to the contracted internal auditor.

The clerk asked the person therefore, to carry out the internal audit, informing her that this matter would be included on the agenda for the next meeting so that the council could approve her as a competent person and agree payment for the work that she would carry out on its behalf.

Alternative Options Considered and Rejected:

1. Do nothing meaning that the council would not meet its deadline for and its responsibility to have an external audit completed.
2. Take the information to the next council meeting for approval before agreeing with the recommended person that they carry out the internal audit. Both the clerk and the suggested person had annual leave booked which alongside other work and personal commitments could have meant and that the council might not have met its external audit timescale.
3. Ask for another time extension from the external auditor. Two time extensions had already been requested due to the contracted auditor's circumstances and council meeting dates and to ask for another would have brought the date closer to the external audit final deadline date.
4. The external auditor had suggested pairing up with another parish clerk in the same situation to carry out the internal audit assessment for each opposite council. Having already asked two other clerks if they would consider this with no positive result and knowing that many other council's may be trying the same thing, the likelihood of finding a clerk willing and able to do this was low. In addition, I did not feel qualified or experienced enough myself to carry out an internal assessment.

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Date Decision Taken: 16th November 2016

Reasons For and Decision Made:

An email was received offering the opportunity to attend a Planning Conference organised by Cornwall Council in place of its usual planning training day. Councillor Taroni had expressed interest in attending any training relating to planning matters and, as the council's clerk, I felt it useful to attend too. The last time similar training was offered the spaces available for candidates were filled quickly and so agreement was reached with Morval's Portfolio Holder for planning, that I use delegated authority to commit the £20.00 cost to secure the two places required. This decision will be included on the agenda for the next available meeting so that the council were aware of it and could give its approval of the action taken.

Alternative Options Considered and Rejected:

Wait till the next council meeting to seek its authority to book the training. This would have been only one week before the conference date and so the risk of all available places having been already booked was increased.

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Date Decision Taken: 16th December 2016

Reasons For and Decision Made:

A reminder was received stating that the warranty for the council's A3 printer would expire on the 4th January, 2017. The next council meeting was scheduled for the 11th January. In consultation with the Chair, I renewed the cover for a cost of £49.00 for four year cover and will submit the relevant documents as part of my expenses claim at the January meeting when the council will also be notified of what action I have taken.

Alternative Options Considered and Rejected:

Wait till the next council meeting to seek its authority to renew the warranty which, having checked with the company with whom the warranty was registered with, would have been after the expiration date and would therefore, have cost more.

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Date Decision Taken: 10th July 2017

Reasons For and Decision Made:

At its July meeting, the Parish Council agreed to hold a public consultation event at the Village Hall prior to its next meeting in September for a couple of matters. In consultation with Councillors Taroni and Pearn, I booked the hall for an additional hour and a half during the afternoon to offer parishioners that might not be able to attend in the evening, the opportunity to attend during the day. Full Council to be made aware at the next meeting.

Alternative Options Considered and Rejected:

Wait till the next council meeting to seek its authority to book the extra session – too late for the consultation date agreed.

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