

BROADCLYST PARISH COUNCIL:

RECORD OF OFFICER DECISIONS DURING COVID-19 DELEGATION PERIOD. MAY/JUNE 2021

Committee	Finance and Governance	Staffing	Staffing
Date	01.06.2021	27.05.2021	27.05.2021
Decision	To renew Councils insurance with Hiscox	To arrange mental health training for Clerk and Deputy Clerk	To arrange routine Emergency 1 st Aid at Work training for all staff
Reason	To ensure continuation of insurance cover for Council operation, its staff, and its assets.	To enable officers to have a better understanding of MH in the community	As part of Council's commitment to providing a safe workplace
Decision by	Clerk in consultation with Chairman, Vice Chairman and Finance Chairman, with comparative report prepared with advice from Cllr Jackson, who has 25+ years' experience in commercial insurance contracts	Clerk in conjunction with Chairman and Chair of Staffing Committee.	Clerk in conjunction with Chairman and Chair of Staffing Committee. (NB: training is overdue but has not been possible due to Covid.)
Alternative Options considered	None	Not to have training	None
Reason for discarding alternative options	N/A	It has become apparent that many food bank clients have MH needs, so staff training will help food bank managers to support clients and volunteers	N/A
Any Interests declared?	None	None	None

Record of Payments made in advance of Council authorisation		
Date	18.05.2021	27.05.2021
Decision	To pay BACS 332	To pay BACS 333
Reason	2021/22 Invoices relating to budgeted operational expenditure incurred in early May 2021	2021/22 May 2021 staffing
Decision by	RFO in accordance with scheme of delegation and limits in Council's financial regulations.	RFO in accordance with scheme of delegation and limits in Council's financial regulations.
Any Interests declared?	None	None
Date	27.05.2021	May 2021
Decision	To pay BACS 334	To create new Standing Orders for Helen Cutting (£26 pcm WFH allowance) and Andy Ricketts (£75 pcm Storage rent)
Reason	2021/22 Invoices relating to budgeted operational expenditure incurred in May 2021, including Amazon month spend.	To reduce administration
Decision by	RFO in accordance with scheme of delegation and limits in Council's financial regulations.	RFO after consultation with Finance Chairman via email on using SO's for regular payments.
Any Interests declared?	None	None

Report first submitted to Senior Members at an informal operational review meeting on Monday 7th June, 2021. It will be presented to Council at the first opportunity, once Covid restrictions permit.