

BROADCLYST PARISH COUNCIL:

RECORD OF OFFICER DECISIONS DURING COVID-19 DELEGATION PERIOD. DECEMBER 2021

Committee	Planning	Staffing
Date	Ongoing	October 2021 and ongoing
Decision	Support for LBC and minor applications where they are supported by the emerging Neighbourhood Plan	To utilise casual labour to help the handyperson and to provide cover for the toilets caretaker
Reason	To meet planning consultation deadlines	To deliver the workload; to prevent interruption to public services; to comply with manual handling and lifting regulations; to assist on larger projects, to cover staff holiday and sickness.
Decision by	Planning Chairman, Vice Chairman, Clerk	Staffing Chairman, Finance Chairman, Chairman, Clerk
Alternative Options considered	To call a planning committee meeting	Not using casual labour
Reason for discarding alternative options	Applications were all minor, uncontentious, and supported by the NP	For the reasons listed above.
Any Interests declared?	None	None

Record of Payments made in advance of Council authorisation		
Date	December 2021	Monthly
Decision	To pay BACS 358 to 363	To pay staff salaries and meet employer obligations
Reason	2021/22 Invoices relating to budgeted operational expenditure	2021/22 staffing figures as per budget.
Decision by	RFO in accordance with scheme of delegation and limits in Council's financial regulations. Payment schedule presented to Council or Finance Committee monthly. Third party checks carried out.	RFO in accordance with scheme of delegation and limits in Council's financial regulations. Payment schedule presented to Council or Finance Committee monthly. Third party checks carried out.
Any Interests declared?	None	None

Report submitted to Finance and Governance Committee meeting on Monday 24th January, 2022