



Brixham Town Council

Emergency Scheme of Delegation

Adopted:
Reviewed:

Emergency Delegation

As a result of the Coronavirus Bill 2020 and associated Government Restrictions Brixham Town Council delegate authority to the Town Clerk in consultation with the Chairperson and / or Vice Chairperson, or in either of their absences the relevant Committee Chairperson, to take actions necessary to protect the interests of the community and ensure council business continuity during the period of the pandemic Coronavirus.

A register outlining the decisions that have been taken during this time will be made available on the Town Council website in accordance with the 2014 Openness of Local Government Bodies Regulations.

This is with the exception of the following:

Expenditure

On a monthly basis the Expenditure Approval report and Expenditure Against Budget report will be made available to the public on the Town Council's website.

The Town Clerk or Deputy Town Clerk will email the expenditure approval report and Expenditure Against Budget report to all Town Councillors. The Finance and General Purposes Committee Members will be given 5 days to email their comments or queries. Copies of the invoices will be saved in a central location for all Councillors to view. After 5 days, the Town Clerk or Deputy Town Clerk will liaise with the Chairperson of the Finance and General Purposes Committee prior to processing the payments in the normal manner.

Planning and Licensing Applications

On a monthly basis the planning application report will be made available to the public on the Town Council's website.

The Town Clerk or Deputy Town Clerk will email the planning report to all Town Councillors. The Planning and Regeneration Committee Members will be given 5 days to email their comments. After 5 days, the Town Clerk or Deputy Town Clerk will liaise with the Chairperson of the Planning and Regeneration Committee prior to emailing Torbay Council with decisions on the planning applications in the normal manner. A note of the decisions will be uploaded to the Town Council's website.

Coronavirus Social Emergency Fund

This budget has been made from the following budget headings:

Budget	Value	Comments
Town Emergency Fund	£ 5,000	Held in Ear Marked Reserves
2020/21 Grants Fund	£14,000	Virement of Budget Heading
2020/21 Community Events	£ 7,500	Virement of Budget Heading
Total Fund available	£26,500	

The Town Clerk will liaise with the Chairperson of the Finance and General Purposes Committee for each application on a case by case basis, the criteria of which is set out in the Coronavirus Social Emergency Fund Policy. Should there be insufficient funds to

support the community for the length of the pandemic, the Town Clerk will advise all Councillors where additional funding can be sourced.

In addition, and where possible, the Town Clerk will make the decision to redirect Council staff resources to support the needs of the community groups to enable them to fulfil their commitments to the vulnerable within the community.

Review

This policy will be reviewed after three months.

Brixham Town Council Emergency Scheme of Delegation – Decisions Register

Date of Decision	Reference No.	Decision Taken By	Financial Value	Details