



Brixham Town Council

Emergency Scheme of

Delegation

Adopted: April 2020
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
16.03.20	BTC001	Town Clerk	Nil	Council offices closed to members of the public.
17.03.20	BTC002	BTC Councillors	£1,800 per month	Email decision: Agreed to suspend rental for the Pannier Market and Theatre during the period of temporary closure.
18.03.20	BTC003	Evaluation Committee	Savings: Staff Salaries Cost to Council: £185 per month	Email decision: delay appointing someone to fill the vacancies and re-advertise once things start to settle down. Anyone that applies following the advert in the Signal will be advised that we have delayed the interviews and will get in contact with them as soon as we are able to consider filling the vacancy.
23.03.20	BTC004	Town Clerk	Nil	Officers advised to commence working from home. Due to all tenants in main building advising that they were no longer operating, the decision was taken to close and secure whole building. Tenants who rent offices in the rear offices would not be restricted access, including the Foodbank.
27.03.20	BTC005	F&GP Members	£74,550.87	Email decision: To make monthly payment run.
30.03.20	BTC006	P&R Members	Nil	Email decision: To make comment on planning applications to Torbay Council.
06.04.20	BTC007	Town Clerk	Nil	Decision taken that BTC will hold funds for any applicants who do not have a bank account, but approved for support from Torbay Council's COVID-19 Community Action Fund.

15.04.20	BTC008	Town Clerk	Nil	Decision taken to support Brixham Foodbank and provide additional space, if required, by moving them to the Furzeham Room.
Torbay Council advised this is not seen as a priority now and will be resumed at a later date.	BTC009	P&R Members	Nil	Torbay Council (TC) consultation on the proposed cycle/ pedestrian route enhancements from Churston to Brixham. Stakeholders/ Councillors were given 2 working days to respond. This was extended indefinitely. Members requested more information. TC advised full consultation was undertaken in 2015 as part of the Local Plan and also formed part of the Brixham Peninsula Neighbourhood Plan (BPNP), Green Infrastructure plan and Sustainable Transport plan.
12.05.20	BTC010	May Finance Payments	£14,995.71	Decision taken to approve monthly payment run
22.05.20	BTC011	BTC Chairperson, Community Services Chairperson and Deputy Town Clerk	£6,000	Decision taken to cancel the Lanterns, Lights & 'luminations event scheduled for 28 th November 2020 but to continue with the Christmas Lights display. To reissue the contract to Diverse Events for the period 2021 to 2023.
22.05.20	BTC012	BTC Chairperson, Town Hall Committee Chairperson and Town Clerk	£236 per month	To give rent holiday for one tenant who has been unable to open for business. Once reopened, a sliding scale of rent will be charged to ensure business recovery. The decision included assessing payment history with Brixham Town Council.
28.05.20	BTC013	Vice Chairperson & Deputy Town Clerk	Nil	To verify results of the questionnaire re the Rule 6 party representative at the Inglewood Inquiry and to proceed with the indemnity provided by the Brixham Peninsula

				Neighbourhood Forum representative contrary to the advice of the Town Clerk and Town Council legal adviser.
29.05.20	BTC014	P&R Chair, Vice Chair & Deputy Town Clerk	Nil	To verify responses received from the Planning & Regeneration committee on current planning applications and to agree comments for submission to Torbay Council.
12.06.20	BTC015	Town Clerk and Chairperson	£707.50	New contract with Kone for the maintenance of the lift. This contract is less than the existing contract and provides a better service.
12.06.20	BTC016	Town Clerk and Chairperson	£1,145	Torbay Council Planners have advised that an Environmental Impact Assessment is required as part of the planning application for the Old Police House. Without the assessment, they will not consider the planning application.
24.06.20	BTC017	P&R Chair, Vice Chair & Deputy Town Clerk	Nil	To verify any comments received from the Planning & Regeneration committee for any licencing applications: Hennessey Cocktails Ltd. Comment: No objection raised.
03.07.20	BTC018	July Finance Payments	£16,883.66	Decision taken to approve monthly payment run
06.07.20	BTC019	P&R Chair, Vice Chair & Deputy Town Clerk	Nil	To verify comments received from the Planning & Regeneration committee for any licencing applications: 1. Dilly-dally Tea Rooms. No objection raised. 2. Shoals Café. No objection raised. To verify responses received from the Planning & Regeneration committee on current planning applications and to agree comments for submission to Torbay Council.