

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	Town Clerk and Chair of F&GP	£14,995.71	May finance payments. 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	Town Clerk and Chair of F&GP	£16,883.66	July finance payments. 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.
23.07.20	BTC020	P&R Chair, Vice Chair & Deputy Town Clerk	Nil	Decisions to reconsider the planning recommendation submitted to Torbay Council re application P/2020/0372 in light of additional information. It was resolved to make no objection.
30.07.20	BTC021	Town Clerk and Chair of F&GP	£8,852.78	August Finance Payment. Decision taken to approve monthly payment run.
30.07.20	BTC022	Town Clerk and Chair of F&GP	£500	Approved Social Emergency Grant for Brixham Stronger Together

03.08.20	BTC023	P&R Chair, Vice Chair & Deputy Town Clerk	Nil	To consider comments received from the Planning & Regeneration committee for the latest applications and to agree recommendations to be submitted to Torbay Council.
08.09.20	BTC024	Town Clerk, Chair of THC and Chairperson.		Agreed to extend the 25% rent reduction until the 31 st October 2020.
08.09.20	BTC025	P&R Chair, Vice Chair & Deputy Town Clerk	Nil	To consider comments received from the Planning & Regeneration committee for the latest applications and to agree recommendations to be submitted to Torbay Council.
08.09.20	BTC026	Town Clerk and Chair of F&GP	£18,321.51	September Finance Payment. Decision taken to approve monthly payment run.
02.10.20	BTC027	Deputy Town Clerk, Cllrs Regan and Addison	Nil	Agreed
05.10.20	BTC028	P&R Chair, Vice Chair & Deputy Town Clerk	Nil	To consider comments received from the Planning & Regeneration committee for the latest applications and to agree recommendations to be submitted to Torbay Council.