



# St Stephen in Brannel Parish Council

Mrs Linda Ranger - Clerk and RFO

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## Scheme of Delegated Authority – Covid 19

| Date                        | Decision  | Reasoning  | Decision Made By:<br>(In consultation with:) |
|-----------------------------|---|--|--|
| 17 <sup>th</sup> March 2020 | To cancel all Parish Council meetings up to and including 15 <sup>th</sup> April 2020                       | To safeguard residents, Members and staff  | Linda Ranger – Clerk & RFO<br>(Full Council) |
| 17 <sup>th</sup> March 2020 | To cancel all Brannel Room bookings up to and including 1 <sup>st</sup> May 2020                            | To safeguard hirers and staff  | Linda Ranger – Clerk & RFO<br>(Full Council) |
| 17 <sup>th</sup> March 2020 | To close the public toilets in Nanpean & St Stephen until 10 <sup>th</sup> April 2020                       | To safeguard members of the public and staff                                       | Linda Ranger – Clerk & RFO<br>(Full Council) |
| 17 <sup>th</sup> March 2020 | To close the Parish Council office to all visitors  | To safeguard members of the public and staff                                       | Linda Ranger – Clerk & RFO<br>(Full Council) |
| 17 <sup>th</sup> March 2020 | To request that any staff within the vulnerable group self-isolate for 14 days as per Government guidelines | To safeguard staff   | Linda Ranger – Clerk & RFO<br>(Full Council) |
| 18 <sup>th</sup> March 2020 | To allow the Accounts Consultant remote access to the Clerks PC   | To allow the completion of the year end accounts to comply with the external audit | Linda Ranger – Clerk & RFO                   |
| 18 <sup>th</sup> March 2020 | To deploy the Letting Warden to other duties  | To support staff and increase the security of Council property                     | Linda Ranger – Clerk & RFO<br>(E&C Chairman) |

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| 20 <sup>th</sup> March 2020 | Respond to planning applications<br>19/08647<br>20/01251<br>20/01505         | To ensure the Council continue to represent the residents              | Linda Ranger – Clerk & RFO<br>(Planning Committee) |
| 23 March 2020               | Payment of accounts totalling<br>£2,792.09                                   | To support Councils suppliers and fulfil Council obligations           | Linda Ranger – Clerk & RFO<br>(Full Council)       |
| 23 <sup>rd</sup> March 2020 | To move office staff to home working from 25 <sup>th</sup> March 2020        | To safeguard staff and follow Government guidelines                    | Linda Ranger - Clerk & RFO<br>(E&C Chairman)       |
| 23 <sup>rd</sup> March 2020 | To move outside staff to reduced hours covering essential services only      | To safeguard staff and follow Government guidelines                    | Linda Ranger - Clerk & RFO<br>(E&C Chairman)       |
| 24 <sup>th</sup> March 2020 | Production and distribution of a guidance document at a cost of £2,500       | To ensure those not “online” get the latest information.               | Linda Ranger – Clerk & RFO<br>(F&GP Chairman)      |
| 30 <sup>th</sup> March 2020 | Change to burial process   | To safeguard staff and follow best practice to ensure burials continue | Linda Ranger – Clerk & RFO<br>(E&C Chairman)       |
| 30 <sup>th</sup> March 2020 | To cease the reservation of grave plots until further notice.                | To follow best practice and ensure burials continue                    | Linda Ranger – Clerk & RFO<br>(E&C Chairman)       |
| 31 <sup>st</sup> March 2020 | To extend the deadline for Community Benefit Fund grant applications         | To support local organisations within the community                    | Linda Ranger – Clerk & RFO                         |
| 31 <sup>st</sup> March 2020 | To extend the deadline for Good Citizen Award nominations                    | To recognise volunteer efforts during the pandemic                     | Linda Ranger – Clerk & RFO                         |
| 2 <sup>nd</sup> April 2020  | Creation of a hardship fund and associated works at a cost of £850           | To ensure vulnerable residents are supported during Covid 19           | Linda Ranger – Clerk & RFO<br>(F&GP Chairman)      |
| 2 <sup>nd</sup> April 2020  | Bank transfer of £25,000   | To secure funds available to allow Council business to continue        | Linda Ranger – Clerk & RFO                         |
| 2 <sup>nd</sup> April 2020  | To keep facilities closed until further notice.                              | To comply with Government guidance.                                    | Linda Ranger – Clerk & RFO                         |
| 2 <sup>nd</sup> April 2020  | Letter of support to Whitemoor Recreation Ground for s106 monies application | To support the local community of Whitemoor                            | Linda Ranger – Clerk & RFO<br>(Full Council)       |

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| 2 <sup>nd</sup> April 2020  | Respond to planning applications<br>20/02019<br>20/01814<br>20/01808<br>20/01858<br>20/02140<br>20/01896<br>20/02081 | To ensure the Council continue to represent the residents                         | Linda Ranger – Clerk & RFO<br>(Planning Committee) |
| 2 <sup>nd</sup> April 2020  | To purchase Zoom Pro package at £11.99 per month   | To allow Council to receive updates and prepare for virtual meetings              | Linda Ranger – Clerk & RFO<br>(Full Council)       |
| 3 <sup>rd</sup> April 2020  | To close Nanpean and St Stephen Churchtown cemeteries to the public  | To comply with the Local Government Association interpretation of the Regulations | Linda Ranger – Clerk & RFO<br>(E&C Chairman)       |
| 6 <sup>th</sup> April 2020  | To approve the recommendation to increase 3 x SCP to Real Living Wage  | To comply with RLW accreditation  | Linda Ranger – Clerk & RFO<br>(Full Council)       |
| 7 <sup>th</sup> April 2020  | To renew Council's van insurance   | To fulfil legal obligations   | Linda Ranger – Clerk & RFO                         |
| 7 <sup>th</sup> April 2020  | To carry over unused holiday entitlement (to be taken over 2 years)  | To comply with Government guidelines and pending legislation                      | Linda Ranger – Clerk & RFO<br>(E&C Chairman)       |
| 7 <sup>th</sup> April 2020  | To approve the recommendation of staff member taking ILCA qualification at a cost of £99                             | To make use of "lockdown" and ensure compliance at future meetings                | Linda Ranger – Clerk & RFO                         |
| 13 <sup>th</sup> April 2020 | To re-open Nanpean and St Stephen Churchtown cemeteries to the public  | To manage public expectations after clarification sought from Ministry of Justice | Linda Ranger – Clerk & RFO<br>(E&C Chairman)       |
| 14 <sup>th</sup> April 2020 | Respond to planning applications<br>20/02060<br>20/01055<br>20/02305   | To ensure the Council continue to represent the residents                         | Linda Ranger – Clerk & RFO<br>(Planning Committee) |
| 14 <sup>th</sup> April 2020 | For Council not to host an Annual Meeting of the Parish  | To adhere to Government guidelines on social distancing and safeguard residents   | Linda Ranger – Clerk & RFO                         |
| 16 <sup>th</sup> April 2020 | To extend home working and essential working only for staff until 7 <sup>th</sup> May 2020                           | To adhere to Government guidelines  | Linda Ranger – Clerk & RFO<br>(E&C Chairman)       |
| 21 April 2020               | Payment of accounts totalling £14,337.76   | To support Councils suppliers and fulfil Council obligations                      | Linda Ranger – Clerk & RFO<br>(Full Council)       |

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| 21 April 2020 | Transfer of £15,000 from Business account to Treasurers account                       | To cover cost of payments   | Linda Ranger – Clerk & RFO                                      |
| 22 April 2020 | To defer the holding of virtual meetings and review on 25 <sup>th</sup> May 2020      | To allow Council to get the correct processes in place to comply with the relevant legislation  | Linda Ranger – Clerk & RFO (Full Council)                       |
| 23 April 2020 | Respond to planning application 20/02577  | To ensure the Council continue to represent the residents   | Linda Ranger – Clerk & RFO (Planning Committee)                 |
| 27 April 2020 | Authorisation of estimate for air quality monitor servicing at a cost of £1,840       | To fulfil terms of agreement with Cornwall Council and to continue accurate monitoring  | Linda Ranger – Clerk & RFO (D&E Chairman and Vice Chairman)     |
| 27 April 2020 | Temporary financial support to St Dennis & Nanpean Community Trust via voucher scheme | To support the residents in the area of benefit.  | Linda Ranger – Clerk & RFO (F&GP Chairman and FC Vice Chairman) |
| 6 May 2020    | To create and implement a return to work programme for cemetery staff                 | To safeguard and support employees  | Linda Ranger – Clerk & RFO (E&C Chairman)                       |
| 7 May 2020    | Payment of accounts totalling £312.59   | To support Councils suppliers and fulfil Council obligations  | Linda Ranger – Clerk & RFO (Full Council)                       |
| 7 May 2020    | Respond to planning applications<br>20/03109<br>20/02327<br>20/03127<br>20/03071      | To ensure the Council continue to represent the residents   | Linda Ranger – Clerk & RFO (Planning Committee)                 |
| 11 May 2020   | Purchase of commercial ride on mower insurance at a cost of £289.92                   | To fulfil legal obligations   | Linda Ranger – Clerk & RFO                                      |
| 11 May 2020   | To deploy and utilise staff in the management of virtual meetings                     | To ensure virtual meetings run as efficiently as possible with the correct safeguarding measures in place for Members, Officers and members of the public | Linda Ranger – Clerk & RFO                                      |
| 11 May 2020   | To extend the provision of home working where possible until further notice           | To adhere to Government guidelines  | Linda Ranger – Clerk & RFO (E&C Chairman)                       |
| 14 May 2020   | Transfer of £10,000 from Business account to Treasurers account                       | To cover cost of payments   | Linda Ranger – Clerk & RFO                                      |

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| 18 May 2020 | Respond to planning applications<br>20/03109<br>20/03093         | To ensure the Council continue to represent the residents                          | Linda Ranger – Clerk & RFO<br>(Planning Committee) |
| 25 May 2020 | To move to remote meetings as from<br>3 <sup>rd</sup> June 2020. | To adhere to amended legislation, to ensure democracy, and to ensure transparency. | Linda Ranger – Clerk & RFO                         |