**Report on decisions made under delegated powers granted to the Town Clerk on 17.3.20**

Agenda item

**5c**

**Delegated Powers**

* **To delegate authority to the Town Clerk in consultation with the Mayor and Deputy Mayor to approve expenditure against items in the Town Council’s budget any such payments to be reported to the Council at the next ordinary meeting.**
* **To extend the financial emergency delegation powers approved on 30.5.19 to a limit of £10,000**
* **Planning – to delegate authority to the Town Clerk following consultation with the Mayor and Deputy Mayorto respond to all planning applications in line with the Town Council’s current position on SAMDEV unless other provision is made for responses to applications by Shropshire Council or the Government.**
* **To delegate authority to the Clerk to act upon Government advice in relation to the following:**

**Holding of the Annual Meeting of the Town Council**

**Holding of the Annual Parish Meeting**

**Arrangements for the Annual Governance and Accountability Return**

**Implementation of any changes to the decision making process for Town Council**

|  |  |  |
| --- | --- | --- |
| **Item** | **Date** | **Decision** |
| **Staffing** - following discussion with Mayor and Deputy | 17.3.20 and ongoing | Authority for Assistant Clerk to work from home.  Approval for Litterpicker to stop working due to need to self isolate.  Groundsman and Town Clerk to work from office and Butler Sports Centre as normal except for prearranged working from home.  Town Clerk to record hours worked during period of annual leave 6-9th April.  Return to work plan for Assistant and Litterpicker started w/c 18.5.20 |
| **Finance** -following discussion with Mayor and Deputy | ongoing | **Funding approved for**  Printing and posting of Covid 19 leaflet.  PPE for staff to enable return to work.  Extra computer equipment and support to facilitate home working and virtual meetings.  Purchase of flags for VE Day and Key Worker support.  Payment of March and April accounts. |
| **Planning** - following consultation with all councillors | 7.4.20  6.4.20 | 20/01249/LBC Tally Ho Cottage , 26 Chapel Street, Wem, SY4 5ER> Proposal:  Replacement of 4no double glazed windows front elevation, windows will be in timber, painted and be an exact replication of existing windows - **no comments submitted.**  **20/01054/OUT** Lowe Hill Road Outline planning application (to include access) for the erection of up to 100 dwellings and associated access, public open space, drainage, infrastructure, earthworks and ancillary enabling works - o**bjection comments submitted.** |
| **Meetings** - following discussion with all councillors during zoom briefing) | 13.5.20 | Annual Town Council Meeting   * Wem Town Council will not hold an Annual Town Council Meeting in 2020. In accordance with the regulations, any appointments which would usually be made at the Annual Meeting will continue until the next Annual Meeting to be held in May 2021. * Cllr Glover will remain as Mayor until an annual meeting is held and Cllr Broomhall will remain as Deputy Mayor unless otherwise decided the Town Council. * The Chairman of the Committees will continue. * The Annual Meeting of Wem Urban Parish will be cancelled   Ordinary Town Council meetings and Committee Meetings   * These will continue using the Zoom meeting platform as the Town Council’s preferred virtual meeting platform but this may change.   *The Local Authorities (Coronavirus) (Flexibility of Local Authority Meetings) (England) Regulations 2020 came into force 4.4.20 to allow local authorities to conduct meetings remotely and remove the requirement to hold an annual meeting. NALC legal briefing L01-20 (The Local Authorities And Police And Crimepanels (Coronavirus) (Flexibility Of Local Authority And Police And Crime Panel Meetings) (England And Wales) Regulations 2020) explains the new regulations in detail.*  *Regulation 4 of the legislation provides that where an appointment would otherwise be made or is required to be made at an annual meeting of a local authority, the appointment continues until the next annual meeting of the authority or until such time as that authority may determine (Regulation 4 (2). This would apply to the election of the chairman, the first business at the annual council meeting. Therefore the current chairman will remain in place until an annual meeting is held (possibly next year) unless the council decide to elect a replacement earlier.* |

**Continuation of Delegated Powers**

Due to the uncertainty when the period of lockdown will finish along with the possibility of a second wave of lockdown happening due to increased number of cases it is the Clerk’s Recommendation that the Delegated Powers put in place on 17.3.20 is continued and reviewed in 3 months.