**Record of Decisions taken by Clerk under Scheme of Delegation 2020**

***as generally authorised by resolution dated 7 June 2021***

**Period: 19 September 2023- December 2023**

|  |  |  |  |
| --- | --- | --- | --- |
| **Date** | **Decision** | **Details of alternative options, if any** | **Initials of consultees and any comments** |
| 19/9 | Advertisement placed on noticeboards and via village email list to gauge local interest in future vacancy for clerk | Wait for next Council meeting to decide on formal recruitment process | Consultation with all councillors at informal briefing session on 18 December at which Clerk’s intention to resign from post was announced |
| 25/9-3/10 | Informal follow-up email exchanges and discussions held with potential applicant for clerk’s role, and members’ discussion group meeting organised | Wait for next Council meeting to decide on formal recruitment process | Consultation with all councillors by email dated 25/9 |
| 26/9 | Payments to:  Craven Stationery – photocopying quiz - £3.19  Cowgill – 2xcuts of green Sept - £216  Microworld – laptop & installation - £994.80 | N/A – in line with Council policies, and as pre-authorised by council or by decisions taken by clerk and/or contractual payments | AT as online authorising signatory |
| 1/10 | Payments to:  Volunteers – refreshments for climate events - £104.57  Hall hire 1/10 –- £30  (Grant-funded expenditure) | N/A – in line with Council policies, and as pre-authorised by council or by decisions taken by clerk and/or contractual payments | AT as online authorising signatory |
| 9/10 | Comments made on planning application re garden office at Leardene House (ref ZA23/25384/HH) | Object, comment or support | All cllrs consulted by email |
| 9/10 | Payment to:  YLCA for Clerk’s induction training course - £50 | N/A – in line with Council policies, and as pre-authorised by council or by decisions taken by clerk and/or contractual payments | AT as online authorising signatory |
| 10/10 | Payment to reimburse Clerk for stationery - £21 | N/A – in line with Council policies, and as pre-authorised by council or by decisions taken by clerk and/or contractual payments | AT as online authorising signatory |
| 20/10 | Order placed for Locogen consultants to carry out next phase of (grant-funded) feasibility work to support DAZ project | N/A – costs fully grant-funded and in pursuance of project in line with Council policies, as supported by village consultation feedback; decision taken with ref. to section 1 (third sub-para) of Scheme | All DAZ group members consulted and action agreed by Council Chmn |
| 24/10 | Comments made in support of planning application re tree maintenance at Draughton House (ref ZA23/25439/TCA) | Object, comment or support | All cllrs consulted by email |
| 13/11 | Payment to JC Cowgill for tree works in wood | N/A – in line with Council policies, and as pre-authorised by council or by decisions taken by clerk and/or contractual payments  NB – project part grant funded (NYCC Locality grant award of £700) | AT as online authorising signatory |
|  |  |  |  |
|  |  |  |  |