



Officer Decisions Made Under Delegated Authority

Date	Decision	Value (net)	Justification	Relevant Financial Regulation	Authoriser	Meeting Ratified At
23.09.25	Fell dead ash tree at Wapley, timber removed, stump left at ground level. Commissioned Ovens Garden and Landscape Maintenance	1,150.00	Health and safety – tree identified as dangerous and required immediate works	5.15 – Clerk has delegated power to approve up to £2000 expenditure, in consultation with Committee Chair, where there is an agreed budget for that type of expenditure	Deputy Clerk, in consultation with Cllr Chris Zapata, Chair of C, L & E Committee	Community, Leisure and Environment Committee, 03.11.25
29.10.25	Book key health and safety training through HSQE Vital Skills	749.00	Compliance with key health and safety legislation (Fire, COSHH, legionella etc), which requires staff to be trained. Clerk looked at various websites and concluded that this one offered the best value for money, comparing course contents.	5.15. "Individual purchases within an agreed budget for that type of expenditure may be authorised by [...] the Clerk, in consultation with the Chair of the Council or Chair of the appropriate committee, for any items below £2,000 excluding VAT." And 6.9.ii "The Clerk/RFO shall have delegated authority to authorise payments in the following circumstances: [...] payments of up to £2,000 excluding VAT in cases of serious risk to the delivery of council services or to public safety on council premises."	Clerk, in consultation with Cllr David Fitt, Chair of Staffing & Personnel Committee and Vice Chair of Finance and General Purposes Committee	Finance & General Purposes Committee 01.12.25 and also Staffing and Personnel Sub-Committee on 24.11.25
31.10.25	Pay car insurance uplift for Clerk, Deputy Clerk and Project Support Officer, to include the addition of business use as required by those officers' roles	53.44	Compliance with Road Traffic Act 1988	6.9.ii "The Clerk/RFO shall have delegated authority to authorise payments in the following circumstances: [...] payments of up to £2,000 excluding VAT in cases of serious risk to the delivery of council services or to public safety on council premises." And 17.2 "Officers shall give prompt notification to the RFO of all new risks, properties or vehicles which require to be insured and of any alterations affecting existing insurances."	Clerk, in consultation with Cllr David Fitt, Chair of Staffing & Personnel Committee and Vice Chair of Finance and General Purposes Committee	Staffing and Personnel Sub-Committee, 24.11.25
03.11.25	Set up email addresses for Locum Clerk and 2x cleaners, resulting in change of previously agreed subscription fee to Refresh IT	£8/month increase over the remainder of our 5 year contract	Compliance with data protection legislation and UK GDPR. Cleaners were previously being sent schedules containing client information, to their personal email addresses, rather than work ones.	5.15. "Individual purchases within an agreed budget for that type of expenditure may be authorised by the Clerk, under delegated authority, for any items below £500 excluding VAT"	Clerk	Finance & General Purposes Committee 01.12.25
18.11.25	Arrange survey for area around tree that fell onto a footpath at Wapley. Needed to ascertain whether any of the surrounding trees were comprised when the dead one fell, due to potential risk of another one falling onto the footpath. Commissioned KAD Treecare	1,150.00	Compliance with health and safety obligation as a landowner and employer: Health and Safety at Work Act 1974, Management of Health and Safety Regulations 1999, Occupiers' Liability Act 1984	5.15. "Individual purchases within an agreed budget for that type of expenditure may be authorised by [...] the Clerk, in consultation with the Chair of the Council or Chair of the appropriate committee, for any items below £2,000 excluding VAT." And 6.9.ii "The Clerk/RFO shall have delegated authority to authorise payments in the following circumstances: [...] payments of up to £2,000 excluding VAT in cases of serious risk to the delivery of council services or to public safety on council premises."	Clerk, in consultation with Cllr Adrian Hutton, Chair of Council, and Cllr David Fitt, Vice Chair of Finance and General Purposes Committee	Finance & General Purposes Committee 01.12.25
02.12.25	Arrange for inspection of roofing and treatment of black mould covering ceiling in boiler room at QEII, undertaken by Steven J Parsons Building Services	1,260.00	Compliance with health and safety obligation as a landowner and employer: Health and Safety at Work Act 1974, Management of Health and Safety Regulations 1999, Occupiers' Liability Act 1984	5.15. "Individual purchases within an agreed budget for that type of expenditure may be authorised by [...] the Clerk, in consultation with the Chair of the Council or Chair of the appropriate committee, for any items below £2,000 excluding VAT." And 6.9.ii "The Clerk/RFO shall have delegated authority to authorise payments in the following circumstances: [...] payments of up to £2,000 excluding VAT in cases of serious risk to the delivery of council services or to public safety on council premises."	Clerk, in consultation with Cllr Adrian Hutton, Chair of Council	Finance and General Purposes Committee, 01.12.25
05.12.25	Take out PPL PRS music licence (and 1 year backdated payment), for the playing/performance of live and recorded music. This is required for the band concert 09.12.25, but also for all other events involving music including parties, hirers playing CDs etc inside Parish Hall.	1,349.04	Compliance with the Copyright, Designs and Patents Act 1988, which requires people in the UK to have a licence to play or perform both live and pre-recorded music in a public or commercial venue. Failure to have a licence can lead to prosecution, large fines, and imprisonment in the most severe cases. At the point where we realised we were needed the licence, there was not another meeting before the upcoming concert. This was a legal requirement and we could not break the law.	5.15. "Individual purchases within an agreed budget for that type of expenditure may be authorised by [...] the Clerk, in consultation with the Chair of the Council or Chair of the appropriate committee, for any items below £2,000 excluding VAT." And 6.9.ii "The Clerk/RFO shall have delegated authority to authorise payments in the following circumstances: [...] payments of up to £2,000 excluding VAT in cases of serious risk to the delivery of council services or to public safety on council premises."	Clerk, in consultation with Cllr Adrian Hutton, Chair of Council	Full Council, 15.12.25

05.01.26	Investigation of drainage issues at Parish Hall was carried out on 05.01.26 (authorised by Clerk under regular maintenance costs, by First Local at £395 + VAT). Investigation found 2 blockages, in the pipework, one of which was very large and which required jet blasting to clear. Sub-zero temperatures meant that pipes and contents were frozen solid, and required two visits to break through. The works to clear came to £253.50 + VAT.	648.50	Risk that pipes could burst or overflow, causing sewage to back up or flow over site. Sub-zero temperatures outside gave higher risk of pipes bursting, so Clerk considered this to be urgent action required to protect premises and human health.	5.15. "Individual purchases within an agreed budget for that type of expenditure may be authorised by [...] the Clerk, under delegated authority, for any items below [...] £1200 in an emergency." And 6.9.ii "The Clerk/RFO shall have delegated authority to authorise payments in the following circumstances: [...] payments of up to £3,000 excluding VAT in cases of serious risk [...] to public safety on council premises."	Clerk, in consultation with Cllr Adrian Hutton, Chair of Council and Cllr David Fitt, Chair of Finance and General Purposes Committee	Full Council, 12.01.26
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