

14. COVID19 STANDING ORDERS AND FINANCIAL REGULATIONS – to consider whether to extend the amendments to Standing Orders and Financial Regulations for a further 3 months.

Background – Standing Orders and Financial Regulations follow current national best practice. In the event of emergencies, delegated authority to make decisions, is given to the Town Clerk / Proper Officer, in consultation with the Mayor. The Cornwall Association of Local Councils (C.A.L.C.) advised in March, that the pandemic might cause sickness to impact those limited number of people. Consequently, it advised approving an extension of the scheme of delegation, so that in the event of sickness, other officers and Councillors might make any necessary decisions in an emergency. The scheme of delegation is as set out below.

Standing Orders

Note re: a below – The legislation refers to the “Town Clerk / Proper Officer” (Stephen Vinson) being given delegated authority. However, from a Business Continuity perspective, to secure against the impact of possible illness and to take account of the division of responsibilities between staff it is recommended that the delegation be extended to the RFO/ Deputy Town Clerk (Yvette Hayward.) In the terms of area of work responsibility, the Facilities Manager (Jacqui Orange) and TIC Manager (Vicky Cutts) would provide function specific support and decision-making authority should both the Town Clerk and RFO / Deputy Town Clerk be ill.

Scheme of delegation / Business Continuity – “That the Council delegates authority to the Clerk (RFO / Deputy Town Clerk and Facilities Manager depending upon the area of service responsibility and availability through sickness) in consultation with the Mayor (Deputy Mayor and Chair or Vice Chair of the relevant service committee and availability through sickness) to take any actions necessary with associated expenditure to protect the interests of the community and ensure council business continuity during the period of the pandemic Coronavirus, informed by consultation with the members of the council”.

Financial Regulations

Note re: f below – The current Financial Regulations are 4.1 the Town Clerk or RFO may in consultation with the Mayor or Chair of the appropriate committee approve an item of expenditure £2,500. (Note - possible increase to £5,000) Intended for operating expenditure, perhaps equipment purchase.

Financial Regulation 4.5. In cases of extreme risk to the delivery of council services, the clerk, RFO or Facilities Manager may authorise revenue expenditure on behalf of the council which in their judgement it is necessary to carry out. Such expenditure includes repair, replacement or other work, whether or not there is any budgetary provision for the

expenditure, subject to a limit of £7,500 (Note – possible increase to £15,000). The Clerk/RFO shall report such action to the chairman as soon as possible and to the council as soon as practicable thereafter. For example, this is intended to help authorise immediate works to a threatened Council building to hopefully avoid a higher bill by delayed decision making. Council may wish to adopt the new figures of £5,000 and £15,000 pending guidance further advice from Government.

RECOMMENDATION: That the Council approves a 3 month extension of the scheme of delegation / business continuity modifications to Standing Orders and Financial Regulations.

17. Christmas Car Parking – to note the offer of one day’s free Christmas parking and decide whether to purchase additional days of free parking.

Background – Cornwall Council have been in contact and offered a free days Christmas parking in 2020. They have requested an indication of the choice of day by the 16th November 2020.

In previous years, the Town Council has asked for the first Saturday in December (which is usually the Lights Up event) to be free and Covered by Cornwall Council. The Town Council has also offered to pay for the following two Saturday’s in December. This year the second (12th December) and the third Saturday (19th December). Usually, the free Christmas parking would be in the cattle market, Westbourne and Upper Sun girt car parks.

Cornwall Council (Car Parking) have provided a price which is £2,501 inclusive of VAT.

RECOMMENDATION: That the first Saturday in December (5th) is requested as the Cornwall Council free Christmas parking day. That the Town Council considers funding the 2nd and 3rd Saturdays in December.