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

***as generally authorised by resolution 49/20 dated 18 March 2020***

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| **Date** | **Decision** | **Details of alternative options, if any** | **Initials of consultees and any comments** |
| 2/11 | To set up arrangements for access to end changing room at pavilion (by means of key deposit agreement) for regular users with block booked sessions at MUGA | Restrict public opening hours to enable supervised use | Agd by Chmn (to support local interest and encourage use of facility) |
| 3/11 | To close Hub following Govt’s announcement re second national lockdown | N/A – Govt rules | Chmn, ST  |
| 3/11 | To proceed with tree works for clearance of highway on Silsden Rd (rear of 21 Moor Park Drive), but otherwise to leave the site as unused public land | Do nothing NB overgrown trees causing obstruction to pavement and damaging retaining wall | Agd by Chmn and PH |
| 5/11 | Not to comment on planning application at !D Moor Lane | Object, support or do nothing | All cllrs consultedChmn (interest)Agd by PH, NS, DB  |
| 9/11 | Payment of invoices (online):* Craven Stationery
* Olicana (window cleaning) £15
* Hadfields (covid leaflet printing)
 | N/A - payment for supplies / services as ordered | N/APrinting of covid leaflet as discussed by council and agd by ChmnChmn as authorising sig |
| 9/11 | Not to comment on planning application at * 15 Broadfield Way
 | Object, support or do nothing | All cllrs consultedChmn (interest)Agd by PH  |
| 10/11 | Payment of invoice (online) from Silsden Rd tree works (see above 3/11) | See above (3/11) | See above (3/11) |
| 12/11 | To give instructions for Christmas lights switch-on for Friday 27 November | N/A Council approved lights display in spite of lockdown | Chmn |
| 15/11 | Payment of invoice (online):* Butler & Kandler (£228) – land registrations
 | N/A - payment for supplies / services as ordered / pre-authorised | N/AChmn as authorising sig |
| 19/11 | Payment of invoices (online):* Zurich – insurance renewal
* Lengthsman – Oct/Nov payment
 | N/A - payment for supplies / services as ordered / pre-authorised | N/AChmn as authorising sig |
| 20/11 | Not to comment on planning applications - site adjacent to Old Barn, Bolton Rd- 14 School Lane | Object, support or do nothing | All cllrs consultedAgd by Chmn, NS, PH, DB |
| 23/11 | Not to comment on planning applications - Causeway Foot | Object, support or do nothing | All cllrs consultedAgd by Chmn, NS, PH, DB |
| 23/11 | Payment of invoices (online):* Hopwoods (light fitting) £187.20
* Clerk (exps to reimburse inc phone, zoom subs, storage and key cutting) £127.63
 | N/A - payment for supplies / services as ordered / pre-authorised | N/AChmn as authorising sig |
| 26/11 | To comment with objections to planning application- 166 Main St | Support or do nothing | All cllrs consultedAgd by Chmn, ST, DB, GSComments also by WW, PH, AJ, NS |
| 26/11 | Payment of invoice (online):* Bright Puffin – website update
 | N/A - payment for supplies / services as ordered / pre-authorised | N/AChmn as authorising sig |
| 30/11 | Payment of invoices (online):* Craven Stationery (Nov invoice)
* Butler & Kandler (exps)
 | N/A - payment for supplies / services as ordered / pre-authorised | N/AChmn as authorising sig |