**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 consulted  Chmn (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/A  Printing of covid leaflet as discussed by council and agd by Chmn  Chmn as authorising sig |
| 9/11 | Not to comment on planning application at   * 15 Broadfield Way | Object, support or do nothing | All cllrs consulted  Chmn (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/A  Chmn 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/A  Chmn 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 consulted  Agd by Chmn, NS, PH, DB |
| 23/11 | Not to comment on planning applications  - Causeway Foot | Object, support or do nothing | All cllrs consulted  Agd 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/A  Chmn as authorising sig |
| 26/11 | To comment with objections to planning application  - 166 Main St | Support or do nothing | All cllrs consulted  Agd by Chmn, ST, DB, GS  Comments 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/A  Chmn 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/A  Chmn as authorising sig |