

**TAVISTOCK TOWN COUNCIL
SCHEDULE OF DECISIONS MADE UNDER DELEGATED AUTHORITY DURING THE CORONAVIRUS
EMERGENCY**

DATE OF DECISION + DECISION MAKER	DECISION TAKEN	COMMENTARY	ANY SUPPLEMENTAL INFORMATION	ANY INTERESTS DECLARED
23.03.2020 Town Clerk	To move fully to emergency working arrangements including offer of any available capacity to the emergency planning services.	Emergency working = all vulnerable staff at home, office staff who are able working from home, skeleton cover for key TTC services (where possible on a rota basis). Purpose – compliance with Government guidance.		N/A
25.03.2020 Town Clerk	To waive pitch fees for lock up units in the Pannier Market for the month of April, 2020.	The Council closed the Pannier Market on 20 th March 2020. Day traders therefore pay no pitch fees. Lock ups in the same building are subject to separate payment arrangements (monthly) but are otherwise in a broadly equivalent position which is reflected in parity of treatment in this decision. Purpose - to provide relief and assurance to Market Traders.	This decision will be reviewed prior to the next and each invoice date during closure to assess whether to a) continue, b) discontinue, c) adopt an approach closer to that for commercial tenants; or d) other. Government measures to be kept under review.	N/A

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<i>21.04.20 Town Clerk (UPDATE)</i>	Wording as above, substitute 'May' for 'April'	Renewed - to apply also to May in view of Government extension of lock down		
<i>01.06.2020 Town Clerk (UPDATE)</i>	Wording as above, substitute 'June' for 'May'	Renewed subject to review of potential opening.		
25.03.2020 Town Clerk	To offer eligible Commercial Tenants opportunity to apply to defer payment of rent that would otherwise be due in March & then June 2020, til up to March 2021	This measure goes significantly beyond the provision made by Government, both in terms of the time to which deferral applies and, most especially, the time permitted for payment. Purpose - to provide increased relief and assurance to Tenants.	The design of the relief scheme was developed in consultation with the relevant professional advisors to the Council. Government measures and potential further potential mitigating measures to be kept under review.	N/A

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30.03.2020 Town Clerk	Bedford Square Concessions – to a) waive the Monthly licence fee for April; b) review the position regularly thereafter with facility to renew on a monthly basis subject to circumstances.	This measure recognises a small cohort of licensees not covered by previous decisions.		N/A
21.04.20 <i>Town Clerk UPDATE</i>	Wording as above, substitute 'May' for 'April'	Renewed to apply also to May in view of Government extension of lock down		
01.06.2020 <i>Town Clerk UPDATE</i>	Wording as above, substitute 'June for May' plus 'c) authority to grant temporary variations to existing concession fees on a monthly basis reflecting the differing impact of removal of 'lockdown' on different business types.'	Acknowledges that some business types eg burger van are unlikely to be able to return in near future because of dependence on the night-time economy. Others (eg ice cream) are potentially able to make a staged return.		
31.03.2020 Town Clerk	Award of conditional grant of up to £1,000 to <i>Tavistock</i>	Approved purpose - the provision of a toll free	Administration on behalf of applicant body by	A Hutton

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	<i>Locals Help</i> from the Coronavirus Health Emergency Social Fund	telephone number to protect and assist services to individuals in Tavistock self-isolating as a result of the Coronavirus crisis	CVS. Grant payable subject to conditions and evidence of receipted spend.	(ie non participating in consult'n)
06.04.2020 Town Clerk	To put in place measures to furlough eligible staff in accordance with the provisions of the Employee Job Retention Scheme, subject to ongoing review.	Applies to postholders in the Town Hall and Markets/Events Team who are presently unable to work and whose roles are no longer funded (ie funding is derived from now discontinued services). The measure serves to protect these roles. The furlough to take place at normal salary (ie with employer make up).	Initially 3 posts are affected. Over time up to 6 could be. Any post holder being furloughed will be asked, having assessed their own position, to consider volunteering during the term of the furlough to assist the vulnerable in their own community. The Council is primarily funded by commercial income rather than Precept. Staff offered for redeployment to the local Category 1 emergency responder	N/A

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			have not yet been needed.	
09.04.2020 Town Clerk	Award of conditional grant of up to £100 to <i>Tavistock Area Christians Together</i> from the Coronavirus Health Emergency Social Fund	Approved purpose – operating a Freephone service for people who want to talk to someone. Particularly people who are lonely or vulnerable	Grant payable subject to conditions and evidence of receipted spend.	N/A
16.04.20 Town Clerk	Change of Office 'opening' arrangements. Wef 20.04.20 office to provide for the receipt/despatch of post and taking of routine telephone messages Tuesdays and Thursday only.	In order to better comply with Government Guidance, provide a basic service and best facilitate remote working where possible.		
21.04.2020 Town Clerk	Award of conditional grant of £4000 to the <i>Citizens Advice Bureau</i> for use in Tavistock from the Coronavirus Health Emergency Social Fund	The provision of remote and other advisory services to support the community during, and in the recovery period following, the Coronavirus crisis, with a particular emphasis on the vulnerable and disadvantaged, including ensuring basic needs are met and addressing urgent need.	Grant payable subject to conditions including confirmation of local allocation.	A Hutton (personal non-prejudicial)

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14.05.2020 Town Clerk	Award of £500 for the provision of scrubs, face masks, headbands and uniform bags for local care and key workers - to the <i>Tavistock Scrubs Hub</i> from the Coronavirus Health Emergency Social Fund	Satisfactory further (additional) clarification received regarding the standard, type and volume of products.	In view of the nature of the project the potential, subject to requirements, for subsequent applications to be considered on a without prejudice basis.	None significant
31.03.21 Town Clerk	Award of the Council's general combined insurance contract (3 year) via WPS Hallam to Military Mutual Ltd in the annual sum of £21,235.60	The cover is comparable to previous and updated for property rebuild values and regalia valuations.	The reason for award at this time was the withdrawal of RSA (previous insurer from the marketplace as previously reported to Council). Although a full tender exercise was not possible the award will be posted on the 'contract finder' website. It represents a modest saving on the prior contract.	None