**OFFICER DECISIONS MADE DURING THE PERIOD**

**24 MARCH – 10 JULY 2020**

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| **DECISION** | **REASON** | **DATE MADE** |
| All play areas (including tennis courts) in the Parish closed with signage displayed and gates locked. | As per Government advice – to prevent spread of disease. | 24 March 2020 |
| The allotments to remain open, subject to advice from EBC/Government – notices displayed to remind public of Government advice re social distancing and hand washing. | To enable residents to continue to grow food. | 24 March 2020 |
| Full Council meetings and VE celebration to be cancelled until further notice. | As per Government advice – to prevent spread of disease. | 24 March 2020 |
| Allotment toilets closed | To prevent spread of infection | 25 March 2020 |
| Waiver of seasonal fee for FO cricket club in 2020 | Unlikely that cricket will be played this season. If games do resume before the end of the season (beginning Sept) review fee per match. To encourage participation, to increase health and wellbeing of residents particularly younger players. | 25 March 2020 |
| Purchase of additional 20 hours of I.T support time | As our 2020 budgeted I.T support hours were used in ensuring remote access working, additional support needed to cover the rest of the year. This has come at a cost of £1,400 which will be taken from general reserve fund. | 31 March 2020 |
| Knowle Park Lane gate closed for vehicular access | In response to complaints/concerns from  residents regarding anti-social behaviour. As per Gov’t and Hants constabulary advice to restrict access for unnecessary journeys to prevent spread of infection and encourage social distancing. NB park remains open and 2nd car park access via Knowle Lane (nr allotments) remains open to the public. | 2 April 2020 |
| Upgrade of Office 365 Licence | Cost of £24 (for three months) to enable live meeting event function in MS Teams to enable the Council to hold virtual meetings in line with legislation. | 27 April 2020 |
| Change of Full Council meeting date | The scheduled annual council meeting on 11 May has been cancelled. As per the Covid-19 legislation the Council is no longer required to hold a annual council. With all appointments rolling forward till May 2021.  Instead a ‘normal’ council meeting will be held on 18 May. This meeting will be held virtually. | 30 April 2020 |
| Amendment of Standing Orders in light of new legislation that allows Council’s to hold ‘virtual meetings’ namely Section 78 of the Coronavirus Act 2020 and the Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020 (The 2020 Regulations) | To amend the Council’s Standing Orders for the purposes of holding remote meetings for the duration of the Covid-19 Pandemic ‘lockdown’ period and until such time as Council meetings can be held safely with all necessary members attending in person. | 30 April |
| Promote VE “front garden” party on social media | Following the Council’s decision to cancel its VE Celebration in June. In line with neighbouring Parish’s to celebrate VE day by enjoying a picnic in your front garden. | 4 May |
| Purchase of dog bag dispenser units | Following a high number of complaints from residents regarding dog fouling, the Chairman and Vice-Chairman have agreed to the purchase and installation of 2 dog bag dispenser units in Lapstone Playing Fields and Knowle Park. Including new signage. This is at a cost of £420.52 to be taken from Community events budget. | 7 May |
| Re-affirm DB Consultancy Ltd to project Manage Meadowsweet Way Play Area and commence tender process. | DB Consultancy Ltd has been instructed to carry out tender process for the Meadowsweet Way Play are following analysis of the community consultation. The project will be funded from the agreed budget code and developers’ contribution already earmarked for this project. Full report circulated to members. | 11 May |
| Purchase of second-hand ride on mower at a cost of £9k | The Council’s ride on mower was inspected by EBC’s vehicle maintenance team after it broke down. The repairs to the machine including ensuring various safety mechanisms worked came to £3k. This exceeding the value of the mower. The Clerk asked the Operations Manager to investigate a second-hand mower. One has been sourced at £9k. The cost of purchase will be covered using the £9k allocated in the budget for a new woodchipper. | 28 May |
| Purchased an Employee Assistance Programme for all staff members. | Through the Council’s HR provider, purchased access to an Employee Assistance Programme. For all employees over a 12-month period costing £216 – from within existing budgets. The service, amongst other things, offers free counselling sessions to staff as well as free legal and financial advice. | 1 June |
| Purchase of new laptop | To enable the Deputy Clerk to fully assess RBS whilst working from home. And return her office PC to the office. Allowing data amalgamation to ensure that all staff working on most up-to-date data.  Additional laptop will be passed to new member of staff, once staff have returned to the office. Cost of laptop £525 taken from general reserves. | 11 June |
| Structural survey on lighting columns | In order to facilitate the new hanging baskets (which were delayed due to the interruption of the supply chain as a result of Covid-19) SEE requested that the Council undertake a structural survey. As the hanging basket supplier confirmed that the order could not be cancelled without payment in full, the structural survey went ahead. This was not budgeted for. Payment of £2,222  The survey will last for 5 years. This was paid for using funds held in the community events budget. | 23 June |
| Re-opening of Play Areas | The Council’s Operations Manager, with the Clerk have a put in place measures to ensure that play areas are Covid secure for the re-opening of the play areas from 4 July. | 29 June |
| Re-opening of Pavilion for Community Cricket | Following the easing of restrictions allowing community cricket to recommence from 11 July, measures were put in place to ensure Covid compliance and the Pavilion/Lapstone playing fields were reopened.  An amended seasonal fee of £1,100 was agreed with the cricket club. | 6 July |
| Installation of public art Crowdhill Green | In consultation with EBC and with agreement with Bloors (as the landowner) the public art commissioned by the Parish Council nearly 3 years ago was installed on the site. | 7 July |
| Purchase of new laptop | The Bookings Officer has bee working form home using her own personal laptop which runs of Office 7. This has slowed her productivity down considerably. She currently cannot adequately manage hall bookings at home.  In consultation with the Chairman and Vice-chairman regarding the continued working from home edict, and in light of the fact that hall bookings will now recommence following easing of restrictions to allow all activities in Community Centres from 25 July. A new laptop with windows 10 has been purchased. | 10 July |

\*All decisions are made in consultation with the Chairman and Vice-Chairman. And where appropriate all members are notified.

\*\*Decisions relating to operational arrangements will be notified to all staff/members under separate cover.

For the purposes of transparency this decision list will be published on a weekly basis.