

Brenchley and Matfield Parish Council

Record of Actions from 1st-27th May 2020

Actions taken by the Clerk or Chairman, an additional Councillor having been consulted where appropriate, under the terms of the Scheme of Delegation agreed by the Parish Council via email on 31st March 2020:

Action number	Date	Additional Cllr	Detail of Action taken
SD - 09	6.5.20	LB	Data hosting – consideration of data storage via Microshade VSM
SD - 10	11.5.20	TdG, KS	Clerk – circulation of Month End Accounts to 30 th April 2020 to Finance Committee, including advice on £85k reserves limit of risk protection
SD – 11	12.5.20	GW	Replacement hedging Fairman’s Lane

Actions taken by the Clerk or Chairman after consultation with the Full Council by email under the terms of the Scheme of Delegation agreed by the Parish Council via email on 31st March 2020:

Action number	Date	Cllrs in favour	Detail of Action taken
PC - 14	1.5.20	CW, TdG, KS, GS, LB	Review of the Standing Orders for re-adoption unamended including the previously adopted Scheme of Delegation
PC - 15	5.5.20	CW, TdG, KS	Review of Financial Regulations for adoption as amended
PC - 16	11.5.20	TdG, LB, CW, GS, KS	Review of Committee Membership and Responsibilities
PC - 17	12.5.20	TdG, CW	Appointment of Buss Murton (no costs involved) to undertake advisory work regarding a certificate of compliance for a conveyance
PC – 18	13.5.20	GS, KS, LB, TdG, GW	Calling of remote meetings of the Council.

Detail on any of these actions may be obtained from the Clerk on request.

*Red denotes circulated, green denotes action taken.