



WILSDEN PARISH COUNCIL

The Village Hall,
Wilsden,
Bradford,
BD15 0HT.
West Yorkshire.
www.wilsdenparishcouncil.gov.uk

OPENNESS OF LOCAL GOVERNMENT BODIES REGULATIONS 2014

RECORD OF DELEGATED DECISIONS TAKEN BY OFFICER

Date decision was taken on	Details of the decision	Details of alternative options, if any, considered and rejected/further information	The names of any member of the council who has declared a conflict of interest in relation to the decision (but only where the officer is delegated under a specific express authorisation (not general authorisation). Further information
1 st March 2021	Book place at remote YLCA Conference (2-day) £40 taking place on 21 st /22 nd April	None – represents good value, much training for little outlay	Decisions on the Training Budget are delegated to the Clerk.
16 th February 2021	Book place at remote YLCA Conference (2-day) £40 taking place on 21 st /22 nd April	None – represents good value, much training for little outlay	Decisions on the Training Budget are delegated to the Clerk.
10 th February 2021	Book place on Casual Vacancies webinar £15	none	Decisions on the Training Budget are delegated to the Clerk.
4 th February 2021	Transfer of £10k from the deposit account to the current account to cover expenses for March and April	To leave until later this month, but as the Clerk is taking annual leave it would have meant arranging it during Christmas week when the signatories would be busy.	The authority to take the decision comes from the Council's Financial Regulations which were re-adopted by the Full Council on 2 nd December 2019. As such no conflict of interest to record.

1 st February 2021	Authorize payment of contractual invoices x 3 for Carlton Nurseries	Contractual obligation	Payment both contractual and specifically delegated to Clerk minute: 2019/487
25 th January 2021	To pay the External Auditor's invoice of 20 th November 2020 to avoid incurring charges of £36 per reminder	Financial Regulation 5.5a: decision taken to avoid debt and reminder costs	The authority to take the decision comes from the Council's Financial Regulations which were re-adopted by the Full Council on 2 nd December 2019. As such no conflict of interest to record.
14 th January 2021	Authorize a shortfall payment of £1,225.96 for salaries to Bradford CPA	No alternative considered as this is Contractual Obligation.	Payment both contractual and specifically delegated to Clerk minute: 2019/487
6 th January 2021	Payment of Exa Networks for IT costs £379.20	Delegated payments	Payment specifically delegated to Clerk minute: 2019/487
10 th January 2021	Book Excel for RFOs course £15 for Clerk for 15 th January	none	Decisions on the Training Budget are delegated to the Clerk
10 th December 2020	Book course on General Power of Competance for Clerk 17 th December 2020	none	Decisions on the Training Budget are delegated to the Clerk
7 th December 2020	Transfer of £10k from the deposit account to the current account to meet bill expected after New Year.	To leave until later this month, but as the Clerk is taking annual leave it would have meant arranging it during Christmas week when the signatories would be busy.	The authority to take the decision comes from the Council's Financial Regulations which were re-adopted by the Full Council on 2 nd December 2019. As such no conflict of interest to record.
13 th October 2020	Book Time Management Remote Course for Clerk £40	none	Decisions on the Training Budget are delegated to the Clerk.
6 th October 2020	To pay Information Commissioner's Office the Data Protection Annual Fee of £40	To put it on the November agenda for approval; as approval would have to be given due to the legal obligation involved, it made sense to pay the fee as requested.	Legal obligation under GDPR Regulation in the Data Protection Act 2018
6 th October 2020	To pay Bradford CPA for the third quarter the financial year for salaries and associated administration and VAT	No alternative considered as this is Contractual Obligation.	The authority to take the decision comes from the Council's Financial Regulations which were re-

			adopted by the Full Council on 2 nd December 2019. As such no conflict of interest to record.
1 st September 2020	To book a place on a training Webinar run by the YLCA for £5 on 3 rd September 2020 Risk Assessments Webinar - The Good, The Bad and the Ugly provided by BHIB	To update knowledge in the light of the Coronavirus	Decisions on the Training Budget are delegated to the Clerk.
4 th September 2020	To book a place on a training Webinar run by the YLCA for £15 on 17 th September 2020 Social Media – policies and procedures	To update knowledge in the light of the Parish Council's further engagement with social media and a new community website	Decisions on the Training Budget are delegated to the Clerk.
7 th September 2020	Pay subscription invoice for Parish Online	The due date falls in between Parish Council meetings and there is a £50 discount for prompt payment.	The authority to take the decision comes from the Council's Financial Regulations which were re-adopted by the Full Council on 2 nd December 2019. As such no conflict of interest to record.
18 th and 23 rd September 2020	Training Budget: approve spending on courses for two Councillors, oand one for £48 Off to a Flying Start for New Councillors	In line with the Council's training policy	Decisions on the Training Budget are delegated to the Clerk.
18 th August & 24 th August 2020	Order second key to complete notice board Purchase Order (18 th); Proforma Invoice payment set up (24 th).	No conflict of interest as decision taken using authority to spend in an emergency up to £250	The authority to take the decision comes from the Council's Financial Regulations which were re-adopted by the Full Council on 2 nd December 2019. As such no conflict of interest to record.
17 th July 2020	Authorize part payment of invoice for refurbishment of playground. Part payment as in Terms and Conditions of grant received from CBMDC and Council's instructions at meeting held on 6 th July 2020	No conflict of interest as payment is contractual obligation	The authority to take the decision comes from the Council's Financial Regulations which were re-adopted by the Full Council on 2 nd December 2019. As such no conflict of interest to record.
17 th July 2020 and monthly thereafter	Adobe subscription contract set up by Clerk on as instructed by council at meeting 3 rd June 2020 all monthly payments authorized for payment as contractual	No conflict of interest as monthly payments are contractual	The authority to take the decision comes from the Council's Financial Regulations which were re-adopted by the Full Council on

			2 nd December 2019. As such no conflict of interest to record.
1 st June 2020	Authorize payment of invoice for printing of footpaths map (see entry for 26 th May 2020)	No conflict of interest as decision taken using authority to spend in an emergency up to £250	The authority to take the decision comes from the Council's Financial Regulations which were re-adopted by the Full Council on 2 nd December 2019. As such no conflict of interest to record.
19 th June 2020	To pay Bradford CPA for the second quarter the financial year for salaries and associated administration and VAT	No alternative considered as this is Contractual Obligation.	The authority to take the decision comes from the Council's Financial Regulations which were re-adopted by the Full Council on 2 nd December 2019. As such no conflict of interest to record.
6 th May 2020	To book a place on a YLCA course, on 15 th May 2020, 10.30 to 11.45am Webinar Completion of the AGAR councils with turnover exceeding £25,000 per annum at a cost of £18.75.	Training in support of current work.	Decisions on the Training Budget are delegated to the Clerk.
11 th May 2020	Rollover of one year Gardening Contract appointing contractor M.A. Bycroft to undertake gardening and grounds maintenance	It is unfeasible to arrange the tendering process due to coronavirus, the contract is rolled over to the successful contractor for 2019	Decision taken in conjunction with Chairman of Green Spaces Committee
26 th May 2020	Authorize printing of Footpaths Map on the Village Hall photocopy to the maximum value of £250 as all copies have been used and there is demand from residents for them.	No conflict of interest as decision taken using authority to spend in an emergency up to £250	The authority to take the decision comes from the Council's Financial Regulations which were re-adopted by the Full Council on 2 nd December 2019. As such no conflict of interest to record.
1 st April 2020	To transfer £10k of the CBMDC S106 Grant (£56,130), given for the refurbishment of the playground, from the Council's current account to the Council's deposit account.	The alternative option is to leave the money in the current account. This option was considered and rejected by the Clerk/RFO, as despite interest rates being low, the residents will benefit from any interest earned.	The authority to take the decision comes from the Council's Financial Regulations which were re-adopted by the Full Council on 2 nd December 2019. As such no conflict of interest to record.

2 nd April 2020	To transfer £10k of the CBMDC S106 Grant (£56,130), given for the refurbishment of the playground, from the Council's current account to the Council's deposit account.	The alternative option is to leave the money in the current account. This is option was considered and rejected by the Clerk/RFO, as despite interest rates being low, the residents will benefit from any interest earned.	The authority to take the decision comes from the Council's Financial Regulations which were re-adopted by the Full Council on 2 nd December 2019. As such no conflict of interest to record.
3 rd April 2020	To transfer £10k of the CBMDC S106 Grant (£56,130), given for the refurbishment of the playground, from the Council's current account to the Council's deposit account.	The alternative option is to leave the money in the current account. This is option was considered and rejected by the Clerk/RFO, as despite interest rates being low, the residents will benefit from any interest earned.	The authority to take the decision comes from the Council's Financial Regulations which were re-adopted by the Full Council on 2 nd December 2019. As such no conflict of interest to record.
6 th April 2020	To transfer £6k of the CBMDC S106 Grant (£56,130), given for the refurbishment of the playground, from the Council's current account to the Council's deposit account.	The alternative option is to leave the money in the current account. This is option was considered and rejected by the Clerk/RFO, as despite interest rates being low, the residents will benefit from any interest earned.	The authority to take the decision comes from the Council's Financial Regulations which were re-adopted by the Full Council on 2 nd December 2019. As such no conflict of interest to record.
6 th April 2020	To pay Bradford CPA for the first quarter the financial year for salaries and associated administration and VAT	No alternative considered as this is Contractual Obligation.	The authority to take the decision comes from the Council's Financial Regulations which were re-adopted by the Full Council on 2 nd December 2019. As such no conflict of interest to record.
6 th April 2020	To pay an invoice for room rent from the Village Hall	No alternative considered as it would result in the Council being in debt. Authorized by the Chairman and Clerk.	The authority to take the decision comes from the Council's Financial Regulations which were re-adopted by the Full Council on 2 nd December 2019. As such no conflict of interest to record.
6 th April 2020	To pay expenses reimbursing the Clerk and Councillor Allison for outlay made on behalf of the Council for postage and refreshment for the Yorkshire Local Councils Associations hosted by the Parish Council in the Village Hall	No alternative considered as it would result in the Council being in debt. Authorized by the Chairman and Clerk.	The authority to take the decision comes from the Council's Financial Regulations which were re-

			adopted by the Full Council on 2 nd December 2019. As such no conflict of interest to record.
8 th April 2020	To transfer £10k of the Precept Payment received from CBMDC (£63,000), from the Council's current account to the Council's deposit account.	The alternative option is to leave the money in the current account. This is option was considered and rejected by the Clerk/RFO, as despite interest rates being low, the residents will benefit from any interest earned.	The authority to take the decision comes from the Council's Financial Regulations which were re-adopted by the Full Council on 2 nd December 2019. As such no conflict of interest to record.
8 th April 2020	In the interest of Transparency to record that the Chairman of the Green Spaces Committee has, at the Clerk's request, authorized payment to two suppliers within the limits permitted in the Council's Financial Regulations governing a Committee with a devolved budget.	No alternative considered as it would result in the Council being in debt.	The authority for the Chairman of the Green Spaces Committee to take the decision comes from the Council's Financial Regulations which were re-adopted by the Full Council on 2 nd December 2019. As such no conflict of interest to record.
9 th April 2020	In the interest of Transparency to record that the Chairman of the Green Spaces Committee has, at the Clerk's request, authorized payment to one supplier within the limits permitted in the Council's Financial Regulations governing a Committee with a devolved budget.	No alternative considered as it would result in the Council being in debt.	The authority for the Chairman of the Green Spaces Committee to take the decision comes from the Council's Financial Regulations which were re-adopted by the Full Council on 2 nd December 2019. As such no conflict of interest to record.
9 th April 2020	To transfer £10k of the Precept Payment received from CBMDC (£63,000), from the Council's current account to the Council's deposit account.	The alternative option is to leave the money in the current account. This is option was considered and rejected by the Clerk/RFO, as despite interest rates being low, the residents will benefit from any interest earned.	The authority to take the decision comes from the Council's Financial Regulations which were re-adopted by the Full Council on 2 nd December 2019. As such no conflict of interest to record.
14 th April 2020	To transfer £10k of the Precept Payment received from CBMDC (£63,000), from the Council's current account to the Council's deposit account.	The alternative option is to leave the money in the current account. This is option was considered and rejected by the Clerk/RFO, as	The authority to take the decision comes from the Council's Financial Regulations which were re-

		despite interest rates being low, the residents will benefit from any interest earned.	adopted by the Full Council on 2 nd December 2019. As such no conflict of interest to record.
15 th April 2020	To transfer £10k of the Precept Payment received from CBMDC (£63,000), from the Council's current account to the Council's deposit account.	The alternative option is to leave the money in the current account. This is option was considered and rejected by the Clerk/RFO, as despite interest rates being low, the residents will benefit from any interest earned.	The authority to take the decision comes from the Council's Financial Regulations which were re-adopted by the Full Council on 2 nd December 2019. As such no conflict of interest to record.
15 th April 2020	Request refund of £115 for postponed YLCA Spring Training Conference	The alternative option is to attend the postponed conference in November, but as this was too late for the proposed use of the training I had chosen to take, it is not a good use of money.	Decisions on the Training Budget are delegated to the Clerk.
21 st April 2020	To transfer £10k of the Precept Payment received from CBMDC (£63,000), from the Council's current account to the Council's deposit account.	The alternative option is to leave the money in the current account. This is option was considered and rejected by the Clerk/RFO, as despite interest rates being low, the residents will benefit from any interest earned.	The authority to take the decision comes from the Council's Financial Regulations which were re-adopted by the Full Council on 2 nd December 2019. As such no conflict of interest to record.
30 th March 2020	To transfer £10k of the CBMDC S106 Grant (£56,130), given for the refurbishment of the playground, from the Council's current account to the Council's deposit account.	The alternative option is to leave the money in the current account. This is option was considered and rejected by the Clerk/RFO, as despite interest rates being low, the residents will benefit from any interest earned.	The authority to take the decision comes from the Council's Financial Regulations which were re-adopted by the Full Council on 2 nd December 2019. As such no conflict of interest to record.
31 st March 2020	To transfer £10k of the CBMDC S106 Grant (£56,130), given for the refurbishment of the playground, from the Council's current account to the Council's deposit account.	The alternative option is to leave the money in the current account. This is option was considered and rejected by the Clerk/RFO, as despite interest rates being low, the residents will benefit from any interest earned.	The authority to take the decision comes from the Council's Financial Regulations which were re-adopted by the Full Council on 2 nd December 2019. As such no conflict of interest to record.
31 st March 2020	To book a place on a training Webinar run by the YLCA for £15 on 1 st April 2020 on the role of the Clerk and Responsible Financial Officer (RFO)	This course has been booked to replace the cancelled YLCA training day on 28 th March 2020 when I was due have attended a refresher	Decisions on the Training Budget are delegated to the Clerk.

		session on the Annual Governance and Accountability Return (AGAR)	
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