

**RECORD OF DECISIONS DELEGATED TO THE CLERK**

<b>DECISION</b>	<b>DATE MEETING NAME</b>	<b>DETAILS OF ALTERNATIVE OPTIONS</b>	<b>ANY COUNCILLOR WHO DECLARED A CONFLICT OF INTEREST</b>	<b>COMMENTS</b>
Insurance Cover- Aviva through Came and Co	Full Council May 2016	Three alternative options were offered, Aviva, Hiscox and Ecclesiastical	X	Insurance with Aviva
Bank Account- Unity Bank	Full Council May 2016	All local branches were considered, Barclays, Nat West and Unity.	X	Bank set up with Unity
Town Council office equipment- laptop, printer, domain name and hosting- Nevis	Full Council May 2016	Quotes were obtained from Nevis, Bist and Advancery	X	Items purchased through Nevis
Community Events budget of £300	Full Council June 2016		X	Various events were organised
Office sundries and books up to £600	Full Council July 2016		X	Various items purchased, reference books, office equipment etc
Contingency for website design	Finance and General Purposes committee Sept 2016	This was to cover any unseen eventualities	X	Mail Chimp for £147 plus VAT
Selection of printer for newsletter	Finance and General Purposes committee Sept 2017		x	FullStop Studio
Purchase of Administrative Officer laptop	Full Council February 2017	Quotes were obtained from MJS IT Solutions, Advancery, Bist and Nevis	x	Order placed with MJS IT Solutions

**UPDATED 15<sup>TH</sup> NOVEMBER 2017**