

**OPENNESS AND TRANSPARENCY REGULATIONS 2014**

**RECORD OF OFFICER DECISION TAKEN UNDER DELEGATED POWERS**

TITLE OF OFFICER TAKING DECISION	Town Clerk
NATURE OF DECISION	To terminate an allotment tenancy at Sinclair Avenue allotments.
DATE ON WHICH DECISION TAKEN	16 July 2015
REASONS FOR DECISION	Non-cultivation of plot
DETAILS OF ANY ALTERNATIVE OPTIONS CONSIDERED AND REJECTED	Requesting Tenant to cultivate the plot.  This was done on two occasions by letter and reasonable notice (30 days) was given to rectify the situation or to advise of any problems. Together with a face-to-face meeting on 15 July 2015 at 9.15 between the Town Council and the plot holder.
RECORD OF ANY CONFLICT OF INTEREST DECLARED BY A MEMBER CONSULTED ON THE DECISION	None.
DETAILS OF ANY REPORT (INCLUDING BACKGROUND PAPERS) CONSIDERED IN REACHING THE DECISION.  [NOTE: ANY RELEVANT DOCUMENTATION NOT DISCLOSING CONFIDENTIAL INFORMATION SHOULD BE ATTACHED TO THE DECISION NOTICE.]	None.

[See notes overleaf for details of delegated decisions likely to require a Record completing]

## The Openness of Local Government Bodies Regulations 2014

### Recording of decisions

7.—(1) The decision-making officer must produce a written record of any decision which falls within paragraph (2).

(2) A decision falls within this paragraph if it would otherwise have been taken by the relevant local government body, or a committee, sub-committee of that body or a joint committee in which that body participates, but it has been delegated to an officer of that body either—

(a) under a specific express authorisation; or

(b) under a general authorisation to officers to take such decisions and, the effect of the decision is to—

(i) grant a permission or licence;

(ii) affect the rights of an individual; or

(iii) award a contract or incur expenditure which, in either case, materially affects that relevant local government body's financial