

OPENNESS AND TRANSPARENCY REGULATIONS 2014

RECORD OF OFFICER DECISION TAKEN UNDER DELEGATED POWERS

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| TITLE OF OFFICER TAKING DECISION | Town Clerk |
| NATURE OF DECISION | To terminate an allotment tenancy at Sinclair Avenue allotments. |
| DATE ON WHICH DECISION TAKEN | 23 September 2021 |
| REASONS FOR DECISION | Non-cultivation of an allotment plot over a long period of time |
| DETAILS OF ANY ALTERNATIVE OPTIONS CONSIDERED AND REJECTED | Requesting Tenant to cultivate their allotments plots This was done on two occasions by letter and reasonable notice was given to rectify the situation or to advise of any problems. |
| 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