

**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	10 August 2024
REASONS FOR DECISION	Non payment of allotment rent
DETAILS OF ANY ALTERNATIVE OPTIONS CONSIDERED AND REJECTED	Rent invoice sent on 15 <sup>th</sup> February 2024 Reminder invoice sent on 24 <sup>th</sup> April 2024  02/07/2024 request for payment and plot non-cultivated 09/07/2024 and 10/07/2024 called and left messages for tenant to contact to discuss 11/07/2024 notice to terminate by council was sent via email and post.  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