

## 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 4 allotment tenancies at Church Lane allotments. Plots 10, 11, 32 and 88.  To terminate allotment tenancy at Church Lane Allotments. Plot 76.
DATE ON WHICH DECISION TAKEN	17 June 2016  6 September 2016
REASONS FOR DECISION	In breach of allotment terms and conditions 4.1 The tenant shall keep their plot in a good state of cultivation and free from grass and weeds.
DETAILS OF ANY ALTERNATIVE OPTIONS CONSIDERED AND REJECTED	Notices to improve issued, allowing time for cultivation to take place, as detailed in 9.3 of the allotment terms and conditions. Notices to quit issued, allowing time for appeal.
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 the 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 position.