



OPENNESS AND TRANSPARENCY REGULATIONS 2014

RECORD OF OFFICER DECISION TAKEN UNDER DELEGATED POWERS

TITLE OF OFFICER TAKING DECISION	Town Clerk
NATURE OF DECISION	<p>At the Full Council Meeting of 30th October 2018, Delegated Powers were granted to the Clerk in consultation with the Estates Manager and members of the Play areas and Properties Steering Group to agree a final lighting specification for the refurbished toilets at Kingsgate Park in Yate, providing all project works come within the budgeted sum of £75,000.</p> <p>Members of the Play Areas and Properties Project Steering Group gave approval for a purchase order to be raised for £73,888.61 as per the quotation received from Ferson Limited. Approval was granted by members via email on 7th January 2019.</p> <p>This decision was then formally recorded at Full Council held in the evening of 8th January 2019.</p>
DATE ON WHICH DECISION TAKEN	8 th January 2019 via email
REASONS FOR DECISION	Modified specification was required – this meant a re-quote was required. The requote came in within the agreed budget limit so approval to progress was granted.
DETAILS OF ANY ALTERNATIVE OPTIONS CONSIDERED AND REJECTED	None

<p>DETAILS OF ANY REPORT (INCLUDING BACKGROUND PAPERS) CONSIDERED IN REACHING THE DECISION.</p> <p>[NOTE: ANY RELEVANT DOCUMENTATION NOT DISCLOSING CONFIDENTIAL INFORMATION SHOULD BE ATTACHED TO THE DECISION NOTICE.]</p>	<p>Email sent to Members of the Play Areas and Properties Project Steering Group on 7th January 2019:</p> <p>“Dear Members of the Play areas and Projects Steering Group,</p> <p>The following resolution was made at Full Council on 30th October 2018:</p> <p>“Kingsgate Park Toilets</p> <p><i>It was RESOLVED that:</i></p> <ul style="list-style-type: none"> • <i>Delegated powers be granted to the Clerk in consultation with the Estates Manager and members of the Play Areas and Properties Steering Group to agree final lighting specification, providing all project works come within the budgeted sum of £75,000;</i> • <i>Delegated powers be granted to the Clerk in consultation with the Play Areas and Properties Steering Group to raise a purchase order for these works, as opposed to enter a formal JCT contract with the contractor.”</i> <p>We are now in receipt of a final quotation from the contractor which Phil feels properly reflects the specification needed – whilst remaining within the budget.</p> <p>The total project costs being quoted are now £73,888.61 so within budget. Quotation is attached for your reference.</p> <p>Subject to your approval, this will be accepted and a verbal update will be provided to this effect at Full Council tomorrow night. ‘</p> <p>Email permission was granted by members.</p> <p>This was then formally reported to Full Council the following day, 8th January 2019. Minute reads as follows:</p>
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(d) Kingsgate Park Toilets

At the Full Council meeting on 30th October, it was **RESOLVED** that *'delegated powers be granted to the Clerk in consultation with the Estates Manager and members of the Play Areas and Properties Steering Group to agree final lighting specification, providing all project works come within the budgeted sum of £75,000'*

An update was received, and it was **NOTED** that:

- The new project quote has been received and agreed by the Play Areas and Properties Project Steering Group via email at £73,888.61 and is within budget;
- The 'Works in Progress' insurance premium was also agreed at £248.27;
- It is anticipated that work will begin late January 2019 (as opposed to mid-November 2018, due to the delay in obtaining the final revised quotation).

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