

THORNBURY TOWN COUNCIL

Officers' Decisions Made Under Delegated Authority

Officers Decisions Made Under Delegated Powers

See "Background" for full details of items to be captured here, but this includes officer decisions to "award a contract or incur expenditure which has a value of £1,500 or more".

DATE	DECISION TAKEN	AMOUNT £ (IF APPLICABLE)	REASON FOR DECISION	ANY ALTERNATIVES CONSIDERED AND REJECTED	ANY RELEVANT COUNCILLOR CONFLICT OF INTEREST	AUTHORISED BY	MEETING TO REPORT TO	ACCOUNTING CODES
08/04/22	Agency introduction fee for new site recruit	2452 (minus negotiated discount)	Requirement to take on member of staff (contractual obligation)	Recruitment to the role has proven problematic. No alternative other than to lose candidate.	Not applicable.	Clerk	F&GP	
29/04/22	Purchase of laptop for newly appointed Facilities Officer.	£1044 + VAT	The Facilities Officer starts employment on 16.05.22 and it was essential for the laptop to be available for that date. Funds are available in the relevant budget.	Wait for authorisation at Council or Committee meeting - this would lead to delays in obtaining the laptop which would delay the Facilities Officer from being able to fulfil his role.	Not applicable.	Clerk	F&GP	
03/05/22	To carry out repairs to Cemetery mess roof - the roof was leaking and a quote had been obtained.	£1,428.00	A risk assessment was carried out which confirmed the risk of not proceeding immediately with the repairs was 'high'. Funds are available in the relevant budget.	Waiting to obtain further quotes and waiting to obtain authorisation through a meeting would lead to significant delays, and unnecessary risk.	Not applicable.	Clerk	F&GP	
12/05/22	To purchase a new pump for the splash pad.	£1,333.00	Pump failure in the splash pad - preparing to reopen for the Summer season.	Time critical - delay would result in delay to opening - operational and reputational impact	Not applicable.	Clerk	Open Spaces	
27/05/22	Instruct contractor to carry out asbestos excavation works at Chantry Road Play Area	£7,346.00	The works needed to be carried out urgently to minimise the inherent risks from the asbestos to members of the public/our staff.	Waiting for authorisation at the meeting would mean a longer period of time when the asbestos was still in situ. Although the area was cordoned off/safe, it could be broken into as it is not possible to monitor it at all times.	Not applicable.	Clerk	Open Spaces	
20/06/22	Instruct contractor to carry out verti-draining and overseeding works to football pitches at MPF.	£2,436.40	The works are needed in order to keep pitches in good enough condition for match play and need to be carried out in the short timeframe between seasons. Costs are well within agreed budget.	We cannot wait to carry out the works, and to seek other quotes, as there is a short window of opportunity between seasons. Quotes were sought in a previous year and the current suppliers found to provide value for money. Subsequent years costings have been in line with previous years.	Not applicable.	Clerk	Open Spaces	
18/10/22	To instruct periodic legionella assessments, as due.	£1,035	Governance/H&S requirement. Within routine delegation to Clerk under 110 Central Services budget code.	5 quotes obtained.	Not applicable.	Clerk		
12/09/22	To instruct Dantec to carry out cleaning of the splash pad tank.	£3,204.00	H&S and reputational risk. Risk score of 25, grants delegated authority to the Clerk.	No alternative - H&S requirement.	Not applicable	Clerk	Open Spaces	
04/11/22	To instruct Wotton Tree Consultancy (WTC) to carry out a full tree survey on all our sited.	£1,900.00	Due to considerable damage caused to trees by recent high winds. Risk score of 25	No alternative - H&S requirement.	Not applicable.	Clerk	Open Spaces	
03/02/23	Booking of screen hire, generator, 2x technicians etc from Lightmedia Displays for coronation picnic event on 6.5.23	£7,393.07	Tight deadline on booking of items in high demand. Council delegated responsibility to Clerk.	N/A - acting in line with delegated authority to spend, based on Full Council meeting resolution. Minute number: FC2223.116	Not applicable.	Clerk	F&GP	
03/02/23	Booking of sound system and technician from Bristol Sound and Lighting for coronation picnic event on 6.5.23	£1,300.00	Tight deadline on booking of items in high demand. Council delegated responsibility to Clerk.	N/A - acting in line with delegated authority to spend, based on Full Council meeting resolution. Minute number: FC2223.116	Not applicable.	Clerk	F&GP	
07/02/23	Booking of marquees from UK Marquee Hire Ltd. for coronation picnic event on 6.5.23	£3,660.00	Tight deadline on booking of items in high demand. Council delegated responsibility to Clerk.	N/A - acting in line with delegated authority to spend, based on Full Council meeting resolution. Minute number: FC2223.116	Not applicable.	Clerk	F&GP	
08/02/23	Booking of portable toilets from Abbey Loos for Coronation picnic event on 06.05.23	£1,050.00	Tight deadline on booking of items in high demand. Council delegated responsibility to Clerk.	N/A - acting in line with delegated authority to spend, based on Full Council meeting resolution. Minute number: FC2223.116	Not applicable	Clerk	F&GP	