

**Subject:** Officer Report

**Speaker:** Town Clerk

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**Reason for Report**

Report of officer decisions under the Openness and Local Government Bodies Regulations 2014

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**Date:** 26<sup>th</sup> July 2016

**Decision taken:** To appoint Fen Contracts Ltd to cut once, turn twice and bail the Wildflower Meadow at one off cost of £200.00 excluding VAT.

**Reason:** The appointed contractor had not completed the maintenance works of two cuts at a total cost of £600.00 ex VAT, therefore, further contractors were sought for the 2016 cut and the expenditure was authorised by the RFO under the Financial Regulations 5.5 and 5.6.

**Alternative Options:** Quotes were obtained as per the Council's Financial Regulations.

**Date:** 06<sup>th</sup> September 2016

**Decision taken:** To appoint Essex County Council Legal Services to complete Lease negotiations for Bumble Bee Park and Labworth Memorial Gardens between Castle Point Borough Council and Canvey Island Town Council at total cost of £138.80 excluding VAT.

**Reason:** Essex County Council Legal Services had been appointed by Canvey Island Town Council in August 2015 at a total cost of £380.00 ex VAT for their legal opinion on the terms of the Lease. Additional works were required to review and negotiate the terms of the Lease at an additional cost of £138.80 ex VAT.

**Alternative Options:** No alternative options were required.

**Date:** 27<sup>th</sup> September 2016

**Decision taken:** To appoint artist Sharon Vane to paint and varnish Town Council crests on the shields that will be welded into the Welcome to Canvey Island signs at the Seafrost Gardens at total cost of £110.00 excluding VAT.

**Reason:** The Town Council resolved to refurbish existing and install new signage at the Labworth Memorial Gardens and Bumblebee Park entrances with Town Council shields welded into the sign. The Contractor appointed is not able to apply artwork to the signs so an alternative option was sought. Sharon Vane was commissioned by the Town Council to paint the Town Council's sea wall mural and therefore a decision was taken to utilise her services again to paint the crests on the shields for the new signage.

**Alternative Options:** No alternative options were required.

**Date:** 30<sup>th</sup> September 2016

**Decision taken:** To appoint Mastic Pointing to fill 14 defective joints at the Concord Beach Tidal Pool at total cost of £2,324.00 excluding VAT.

**Reason:** The joints posed a potential health and safety risk and Mastic Pointing are the Town Council's approved contractor for these works.

**Alternative Options:** No alternative options were required.

**Date:** 1<sup>st</sup> October 2016

**Decision taken:** To appoint Fullmens to weld 17 no. No Fishing Signs to the posts at Canvey Lake at total cost of £395.60 excluding VAT.

**Reason:** The signs were being vandalised and removed from posts and discarded into the lake. This Contractor was recently appointed to carry out welding works to the metal signage at the Seafront Gardens so the decision was taken to appoint them as an approved contractor for this type of works.

**Alternative Options:** No alternative options were required.

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**Recommendation:**

It is recommended that members note the officer decisions under the Openness and Local Government Bodies Regulations 2014.