

RECORD OF OFFICER DECISION

Decision Title:	Purchase of headstone markers for Ledbury Cemetery											
Date of Decision:	21 October 2020											
Decision Maker:	Deputy Town Clerk (in Clerk’s absence) in consultation with Town Mayor, Chair and Vice Chair of Environment & Leisure											
Authority for delegate decision:	Minute no. 251 Extraordinary meeting held on 19 March 2020 Financial Regulations paragraph 4.1											
Consultation:	Chairman/Mayor via email, from cost centre 102/4227 which currently has £2,000, therefore enough funds within budget.											
Decision made:	To purchase 50 headstone markers for Ledbury Cemetery											
Reason for decision:	<p>The decision was taken following the topple test memorial safety report received from Memsafe (Memorial Safety Management), who are part of the Teleshore Group.</p> <p>The memorial safety inspection at Ledbury Cemetery had been completed and 42 memorials failed, the majority of the memorials tested were the older headstones. Most of the memorials which failed have Risk 1 failure and therefore Ledbury Town Council needed to purchase signs to bring this to the attention of the public for health and safety reasons.</p> <p>Therefore, in order to make the public aware of the Council’s safety concerns for these headstones, cemetery markers were purchased and placed beside each identified memorial.</p>											
Associated risks:	<p>Risk of memorials or headstones falling over or being dislodged and injuring a member of the public or member of staff.</p> <p>This could impact or increase the Council’s insurance premium through public liability claims.</p>											
Alternative options considered and rejected:	<p>Alternative options were discussed, i.e. making markers in-house or putting hazard tape around each memorial. The decision was taken to purchase memorial safety markers as this would be more in keeping with the cemetery environment and be less intrusive to grieving families:</p> <table><tr><th>Company</th><th>Price / item</th><th>Total</th></tr><tr><td>Teleshore Warning Signs – small vinyl stickers secured onto wooden stakes.</td><td>£2.10 x 50</td><td>£105 +VAT</td></tr><tr><td>Safety Signs & Notices – Warning Toppling Hazard vinyl signs without wooden stakes, therefore the signs would need to be tagged onto the memorial using cable ties.</td><td>£1.80 x 50</td><td>£90 +VAT</td></tr></table> <p>The decision was made to purchase the warning signs from Teleshore, as the signs would provide a discreet warning to grieving families rather than sticking signs to memorials or affixing with hazard tape.</p>			Company	Price / item	Total	Teleshore Warning Signs – small vinyl stickers secured onto wooden stakes.	£2.10 x 50	£105 +VAT	Safety Signs & Notices – Warning Toppling Hazard vinyl signs without wooden stakes, therefore the signs would need to be tagged onto the memorial using cable ties.	£1.80 x 50	£90 +VAT
Company	Price / item	Total										
Teleshore Warning Signs – small vinyl stickers secured onto wooden stakes.	£2.10 x 50	£105 +VAT										
Safety Signs & Notices – Warning Toppling Hazard vinyl signs without wooden stakes, therefore the signs would need to be tagged onto the memorial using cable ties.	£1.80 x 50	£90 +VAT										
How long will this be in place:	<p>The memorial safety markers arrived on 27 October 2020 and the Administrative Officer and Groundsman worked together to identify where the markers should be laid.</p> <p>The Council also need to note that some headstones may need to be laid down and the company who have completed the memorial safety inspection will undertake this work for safety reasons – the Council are waiting for a quote for this work.</p>											

RECORD OF OFFICER DECISION

Decision Title:	Purchase of eyebolt failures for catenary wires that hold the High Street Christmas lights crossings								
Date of Decision:	21 October 2020								
Decision Maker:	Deputy Town Clerk (in Clerk's absence) in consultation with the Town Mayor								
Authority for delegate decision:	Minute no. 251 Extraordinary meeting held on 19 March 2020 Financial Regulations para 4.7								
Consultation:	Town Mayor via email. Cost Centre 115/4640								
Decision made:	<p>To request that Gala Lights, with sub-contractor Acorn Lighting Services, replace the identified failed eyebolts (x12 @ £170 each) and rehang the catenary wires accordingly, for the prices below:</p> <table border="1"> <thead> <tr> <th>Description</th><th>Cost</th></tr> </thead> <tbody> <tr> <td>Replacement eyebolts The Homend x 10</td><td>£1,700 +VAT</td></tr> <tr> <td>Replacement eyebolts Upper Cross x 2</td><td>£340 +VAT</td></tr> <tr> <td>TOTAL</td><td>£2,040 +VAT</td></tr> </tbody> </table>	Description	Cost	Replacement eyebolts The Homend x 10	£1,700 +VAT	Replacement eyebolts Upper Cross x 2	£340 +VAT	TOTAL	£2,040 +VAT
Description	Cost								
Replacement eyebolts The Homend x 10	£1,700 +VAT								
Replacement eyebolts Upper Cross x 2	£340 +VAT								
TOTAL	£2,040 +VAT								
Reason for decision:	<p>The officer decision was taken because:</p> <ul style="list-style-type: none"> • The plates which hold the eyebolts and catenary wires needed to be ordered by Acorn Lighting as they had low stock and are specialist products handmade by a blacksmith. • The timescales of meetings and hence Committee agreement, did not leave enough time for the equipment to be ordered and replaced prior to the scheduled Christmas lights switch-on. • The matter was considered a case of extreme risk to the delivery of Council services, in that if the eyebolts were not replaced the Christmas lights could not be hung safely. 								
Associated risks:	High risk of 12 eyebolts failing and either no Christmas lights hung or live Christmas lights falling to the ground and injuring someone. Therefore this could impact or increase the Council's insurance premium through public liability claims.								
Alternative options considered and rejected:	No alternative options were considered due to the specialist nature of the job.								
How long will this be in place:	Gala Lights were instructed to proceed and replace the eyebolts and plates and rehang the catenary wires in readiness for the installation of the Christmas lights 2020.								

RECORD OF OFFICER DECISION

Decision Title:	Purchase of play bark for Bye Street Recreation Ground														
Date of Decision:	4 November 2020														
Decision Maker:	Town Clerk														
Authority for delegate decision:	Minute no. 251 Extraordinary meeting held on 19 March 2020 Financial Regulations														
Consultation:															
Decision made:	To purchase 7m ³ of play bark from Radbournes														
Reason for decision:	<p>The decision was taken because the play bark depth levels have impacted and decreased in the play area at Bye Street Recreation Ground.</p> <p>RoSPA report identified that loose impact attenuating surfaces (LIAS), the classification for play bark, and state <i>"the bottom 200mm of a 300mm layer of granular bark tends to naturally adhere together, to form a firm, yet yielding free drainage base. The top 50-100mm surface layer naturally remains loose and does not matt tightly. The upper surface "gives" easily under initial impact whilst the base layer tends to cushion the residual impact of any fall.</i></p> <p><i>As the upper surface tends to wear, bark pieces of the lower layer will naturally become dislodged."</i></p> <p>EN 1176 sets out examples of specifications for LIAS.</p>														
Associated risks:	Low levels of play bark increase risk of accidents if children fall from apparatus, this in turn could impact or increase the Council's insurance premium through public liability claims.														
Alternative options considered and rejected:	<p>Three prices for bark were sought:</p> <table><tr><th>Company</th><th>Price / m³</th><th>Total</th></tr><tr><td>Radbourne's (delivered in dumpy bags, no option to deliver loose)</td><td>£88/m³</td><td>£616 +VAT</td></tr><tr><td>Tudor's (price delivered loose, which is cheaper)</td><td>£97.50/m³</td><td>£682.50+VAT</td></tr><tr><td>Herefordshire Quarry</td><td>UNABLE TO PROVIDE</td><td></td></tr></table>			Company	Price / m ³	Total	Radbourne's (delivered in dumpy bags, no option to deliver loose)	£88/m ³	£616 +VAT	Tudor's (price delivered loose, which is cheaper)	£97.50/m ³	£682.50+VAT	Herefordshire Quarry	UNABLE TO PROVIDE	
Company	Price / m ³	Total													
Radbourne's (delivered in dumpy bags, no option to deliver loose)	£88/m ³	£616 +VAT													
Tudor's (price delivered loose, which is cheaper)	£97.50/m ³	£682.50+VAT													
Herefordshire Quarry	UNABLE TO PROVIDE														
How long will this be in place:	The play bark was delivered on Tuesday, 10 November 2020 and following delivery the Groundsman and contractor laid the top level bark across the required sites in the Bye Street Recreation Area playground.														

