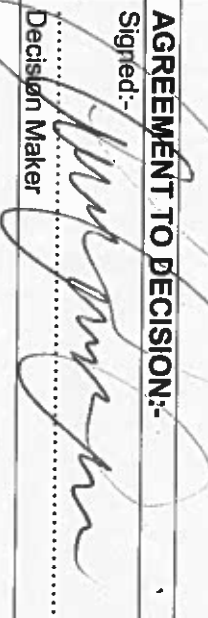


**RECORD OF EXECUTIVE DECISION – Part B**

Date	Decision Maker	Decision	Reason(s) for Decision	Alternative Options Considered	Conflicts of Interest Declared (and Dispensations granted by the Monitoring Officer)	Consultation with relevant Ward Member(s)	Subject to Call-in?
21 February 2020	Portfolio Holder for Corporate Finance and Governance	To agree the terms of the granting of a Lease over a property at Windsor Avenue, Clacton, and authorise the acting Deputy Chief Executive to complete a Lease as set out in the Report.	To complete a lease renewal	To not grant the Lease and leave the building empty	None	Yes/No Yes	Yes/No Yes
<b>URGENT DECISIONS ONLY (If non-urgent go to "Agreement to Decision" below):-</b>							
<b>GENERAL EXCEPTION APPLIES?</b> (Rule 14 Access to Information Procedure Rules)			If yes, has at least 5 clear days notice been given to the Chairman of the relevant overview and scrutiny committee?				N/A
<b>SPECIAL URGENCY APPLIES?</b> (Rule 15 Access to Information Procedure Rules)			If yes, has the Chairman of the relevant overview and scrutiny committee's consent been obtained?				N/A
<b>EXEMPTION FROM CALL-IN APPLIES?</b> (Rule 18i Overview and Scrutiny Procedure Rules)			If yes, has the Chairman of the relevant overview and scrutiny committee's consent been obtained?				N/A
<b>URGENT &amp; OUTSIDE BUDGET OR POLICY FRAMEWORK?</b> (Rule 6 Budget and Policy Framework Procedure Rules)			If yes, why is it not practical to convene a quorate meeting of full Council?				N/A
<b>AGREEMENT TO DECISION:-</b>			If yes, has the Chairman of the relevant overview and scrutiny committee's consent been obtained?				N/A
Signed:-		Date:-		Delegated Power Reference (in Part 3of the Constitution):-			
		20.2.20		3.31 item 4.2.1			
Decision Maker							

Original signed copy to be retained by Service.  
Electronic copy to be sent to Ian Ford and Katie Sullivan (Committee Services) for publication.