



Record of Officer's Decision

The Openness of Local Government Bodies Regulations 2014 and the Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012

Date of Decision:	23rd October 2024
Decision Maker (Officer):	Jessica Bryan – Tourism, Arts and Events Manager
Authority for Delegated Decision (Cabinet/Committee Decision or Scheme of Delegation – provide reference):	Part 3, Schedule 3 – Responsibility for Executive Functions delegated to Officers paragraph 4.3 (1) – the Corporate Director has delegated authority to discharge executive functions within their respective service areas (Part 3.38). All delegations are subject to consultation where considered appropriate in the circumstances (paragraph 4.3 (4(ii) – Part 3.39).
Identify which Portfolio Holder(s)/Committee Chairman consulted?	Councillor Gary Scott – Portfolio Holder Arts, Culture and Heritage
Ward Member(s) consulted?	Officers have commenced consultation with the following Councillors; Councillor Guglielmi, Councillor Henderson, Councillor Barrett, Councillor Oxley, Councillor White, Councillor Talbot, and Councillor Bensilum.
Is it a Key Decision?	No
Is it subject to call-in?	No
Decision Made:	Following a Request for Quotation (RFQ) exercise the contract for the Tendring Witch Heritage Trail project (to design, produce/carve, deliver and Install 4 bespoke carved wooden benches and 4 personalised information boards) to be awarded and a contract to be entered into with Essex Chainsaw Carving by Alasdair Craig. Funding for the total value of £29,000 to come from Rural England Prosperity Fund. The Tendring Witch Heritage Trail will meet the objectives of Tendring District Council's Heritage Strategy, Creative and Cultural Strategy and Tourism strategy by promoting an enhanced tourist opportunity whilst celebrating and recognising the importance of heritage in Tendring.
Reason for Decision (if a report was produced to support the Decision, refer to or attach it):	Under year 2 of the Rural England Prosperity Fund (REPF) the Essex Witch Heritage Trail Project received a capital grant totalling a value of £49,385, this amount was to include the carved bench, trail boards and also additional elements to enhance the trail. As a result, Tendring District Council placed a Request for Quotation seeking tender submissions from potential providers for the service of designing, production/carving, delivery and



	installation of 4 bespoke carved wooden benches and 4 personalised information boards. Whilst 6 suppliers were identified and approached, Tendring District Council received a total of 1 application(s) that was able to meet the requirements of the project in compliance with terms and conditions. In the first instance, the application was reviewed against the specification, set out in the Request for Quotation. Once the application had successfully passed this stage, it was reviewed against an evaluation matrix that relates to the initial specifications for the project. The decision therefore outlined that: 1) the Portfolio Holder for Arts, Culture and Heritage agrees to the appointment of Essex Chainsaw Carving by Alasdair Craig and awards the contract to Essex Chainsaw for the Carving, design, production, delivery and Installation of 4 bespoke carved wooden benches and 4 personalised information boards at a value of £29,000 2) the Portfolio Holder for Arts, Culture and Heritage agrees entering into contract with Essex Chainsaw Carving by Alasdair Craig) at the value of £29,000. 3) the portfolio Holder for Arts, Culture and Heritage approves the associated use of up to £29,000 from the UK Rural England Prosperity Fund. A concurrence has been signed by the Portfolio Holder for Arts, Culture and Leisure.
Highlight any associated risks/finance/legal/equality considerations:	The following risks have been identified: Finance - The expenses for this project will be financed by the central government via the Rural England Prosperity Fund. A fixed price project plan will be agreed with funding to be spent by 31st March 2024. Reputational – The Creative and Cultural team are aware of the importance of ensuring that the subject of Witch Heritage is navigated sensitively. The team have worked alongside Subject Matter Experts to ensure the stories and historical data are factually correct. Environmental – Key council departments have been consulted with regards to location and environmental considerations. Essex Chainsaw Carving have identified key environmental considerations including the use of sustainable wood. Resourcing – This project will be overseen by the Creative and Cultural team at Tendring District Council.
Details of any Alternative Options Considered and	An alternative option would be to not award the contract, however the implications of this would be a delay to the timeframe and the



rejected (together with reasons):	potential inability to meet the funding constraint deadlines of 31 st March 2025.	
Details of any declarations of interest (by Portfolio Holder/Committee Chairman who was consulted by the officer, which related to the decision) If relevant, a note of the dispensation granted by the Monitoring Officer:	N/A	
Reason Decision, or supporting Report, is not published: <i>Tick one or more of the specific exemptions,</i> <u>and</u> <i>Give more information in the final box with regards to why the exemption applies and outweighs the public interest test (which is in favour of disclosure).</i>	☒	Not applicable – Decision to be published
	If Report is not to be published – tick one of the following boxes:	
	☐	The report supporting the Decision contains confidential information
	☐	The Report supporting the Decision falls within an exemption pursuant to Schedule 12A of the Local Government Act 1972 Information:
	☐	• Relates to an individual
	☐	• Likely to reveal the identity of an individual
	☐	• Relating to financial or business affairs of a person or organisation
	☐	• Relates to a claim for legal professional privilege in legal proceedings
	☐	• Reveals that the Council proposes to give under any enactment a notice under or by virtue of which requirements are imposed on a person; or to make an order or direction under any enactment
☐	• Relating to any action taken or to be taken in connection with the prevention, investigation or prosecution of crime	
<u>And</u> is exempt if and so long, as in all the circumstances of the case, the public interest in maintaining the exemption outweighs the public interest in disclosing the information		

Officers

Title: Jessica Bryan

Signed: Jessica Bryan

Title: Tourism, Arts and Events Manager

In consultation with:

Signed: Councillor Scott, Portfolio Holder for Arts, Culture and Heritage

