

**RECORD OF EXERCISE OF DELEGATED AUTHORITY BY OFFICER
PURSUANT TO REGULATION 13 OF THE LOCAL AUTHORITIES
(EXECUTIVE ARRANGEMENTS) (MEETINGS AND ACCESS TO
INFORMATION) (ENGLAND) REGULATIONS 2012 & THE OPENNESS OF
LOCAL GOVERNMENT BODIES REGULATIONS 2014**

<u>SUBJECT OF DECISION</u>	
Alteration to the 2026/27 Fees and Charges for Parks.	
<u>DECISION REFERENCE</u>	<u>SOURCE OF AUTHORITY AND REFERENCE</u> (i.e. Committee/Constitution/Minute No. etc.)
DO/98/2026 (TS)	3E.1 Chief Executive (Head of Paid Service, Electoral Registration & Returning Officer) d) The Chief Executive shall have authority ii. for Council and its Committees, in cases of urgency and in consultation with the Mayor/Chairman of the relevant Committee or Chair of the relevant OSP, to make decisions on behalf of the Council or Committee, all such decisions to be reported to the next Ordinary Meeting of the relevant Council/Committee.
<u>DATE OF DECISION</u>	<u>DECISION MAKER</u> (Name and Job Title)
19 th March 2026	Tom Shardlow – Chief Executive Officer 
<u>RECORD OF THE DECISION</u>	
<p>a) The issue – NBBC has been made aware that the following fees and charges presented in appendix 3 25th February 2026 Cabinet - CB93 General Fund Revenue Budget 2026/27 and 25th February 2026 Full Council – agenda item 11f General Fund Revenue Budget 2026/27 were not formatted as intended and therefore were not set correctly.</p> <p>b) Due to this the correct fees would not be charged in relation to:</p> <ul style="list-style-type: none"> - Cancellation – 6 weeks before event - Cancellation – 5 weeks before event - Cancellation – less than 5 weeks before event - Cancellation – less than 2 weeks before event <p>c) The fees were presented as GBP rather than a percentage of the cost of the event.</p> <p>d) The Decision – To approve the amendment to the fees and charges for the 4 listed under point B to the new rates set out as stated under the financial implications.</p>	

REASON FOR THE DECISION

To ensure the correct fees are charged from 1st April 2026 in relation to the cancellation of events and ensure there is no impact to the budget for 2026/27.

ALTERNATIVE OPTIONS CONSIDERED AND REJECTED IN MAKING THE DECISION

To not amend the fees and charges which were presented to Cabinet and Council on the 25th February 2026. This was rejected on the basis no fees would be recoverable for the cancellation of the events and would have an impact on the income for 2026/27.

WARD RELEVANCE

All.

FINANCIAL AND BUDGET IMPLICATIONS

None from the approval.

CONSULTATION UNDERTAKEN WITH MEMBERS/OFFICERS

Consultation held with the Leader and the Mayor, Assistant Director - Finance, Section 151 officer and Monitoring officer.

ANY CONFLICT OF INTEREST DECLARED BY ANY MEMBER CONSULTED

None.

IN RESPECT OF ANY DECLARED CONFLICT BY A CABINET MEMBER, ANY DISPENSATION GIVEN BY THE HEAD OF PAID SERVICE (Note if the decision is a non-executive decision, no dispensation can be given).

None.

EQUALITIES IMPLICATIONS (including any Equality Impact Assessment)

None.

HUMAN RESOURCES IMPLICATIONS

None.

FINANCIAL IMPLICATIONS

The fees and charges are changed as below:

	Fee Presented 25th February 2026	Fee changing to
Cancellation - 6 weeks before event	£0.25	25%
Cancellation - 5 weeks before event	£0.50	50%
Cancellation - less than 5 weeks before event	£0.75	75%
Cancellation - less than 2 weeks before event	£1.00	100%

HEALTH EQUALITIES IMPLICATIONS

None.

<u>SECTION 17 CRIME & DISORDER IMPLICATIONS</u> None.
<u>RISK MANAGEMENT IMPLICATIONS</u> None.
<u>SME (SMALL/MEDIUM ENTERPRISES) & LOCAL ECONOMY IMPLICATIONS</u> None.
<u>ENVIRONMENTAL IMPLICATIONS</u> None.
<u>LEGAL IMPLICATIONS</u> None.
<u>ANY OTHER COMMENTS</u> None.

**PLEASE RETURN TO THE MONITORING OFFICER AS SOON AS A
DECISION IS MADE OR AS REASONABLY PRACTICABLE THEREAFTER**