

**REPORT OF OFFICER DELEGATED DECISIONS RELATING  
TO THE MARKET & TOWN HALL COMMITTEE FOR  
FINANCIAL YEAR 2022/23**

| <b>Decision taken by officer</b> | <b>Decision taken and date</b>   | <b>Authority provided</b>               | <b>Outcome notes</b>   |
|----------------------------------|--|---|--|
| SM&SC                            | 12.04.22 500 Jubilee cotton shopping bags ordered for distribution at the 3 June market at a cost of £415+VAT From a Neston based company 'Thredit'. | Minute 14b<br>R&P Committee<br>05/04/22 | Bags delivered and distributed at the Jubilee Market   |
| SM&SC                            | 23.05.22 purchase of safety boots for use by the Caretaker & Market Officer at a maximum cost of £60 +VAT.   | Minute 148<br>R&P Committee<br>05/05/22 | Boots purchased at a cost of £54.98 (inc. VAT)   |
| SM&SC                            | Purchase of PPE  | Minute 12<br>M&TH committee<br>14/6/22  | PPE purchased (apart from one item that was out of stock)  |
| SM&SC                            | 14.6.22 to replace the Caretaker & Market Officer's pay-as-you-go SIM with a phone contract not exceeding £10+VAT per month                          | Minute 15<br>M&TH committee<br>14/6/22  | SIM agreed with Aerial Direct (O2 Mobile contract) for 24 months, £7.50 per month  |
| SM&SC                            | 27.9.22 Purchase of flag   | Minute 38<br>M&TH Committee<br>27.9.22  | Flag purchased and is now flying on our flag pole  |
| SM&SC                            | 27.9.22 Purchase of PPE  | Minute 41<br>M&TH Committee<br>27.9.22  | PPE purchased (apart from one item out of stock, that will be purchased at a later date with previous out of stock item from minute 12 on 12.6.22) |

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| SM&SC | 27.9.22 in liaison with the Chair to decide on 2022 trader of the year  | Minute 45b<br>M&TH committee<br>27.9.22 | Trader has been chosen and trophy has been delivered and presented |
| SM&SC | 27.9.22 to approve up to 20 additional HRGO hours in preparation for damp proofing works  | Minute 47<br>M&TH committee<br>27.9.22  | No additional HRGO hours were required                             |
| SM&SC | 21.2.23 to approve up to 5 additional HRGO hours that may be required for the setting up and clearing away of the new indoor artisan food & craft fair at the easter market and all future special event markets. | Minute 73<br>M&TH committee<br>21.2.23  | Ongoing  |
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