

## Record of officer decision

<b>Decision title:</b>	<b>Herefordshire Council to take a licence to occupy one room at The Bromyard &amp; Winslow Town Council premises for delivery of a temporary pop-up library service</b>
<b>Date of decision:</b>	28 September 2021
<b>Decision maker:</b>	Delivery Director – Property Services
<b>Authority for delegated decision:</b>	The Economy and Place Scheme of Delegation dated 23/12/2019 updated 20/07/2021 (line 54) gives the Head of Programme Management Office the authority to take the decision
<b>Ward:</b>	Bromyard Bringsty
<b>Consultation:</b>	None
<b>Decision made:</b>	<b>Herefordshire Council to take a licence to occupy one room at The Bromyard &amp; Winslow Town Council premises for delivery of a temporary pop-up library service</b>
<b>Reasons for decision:</b>	<ul style="list-style-type: none"> <li>• Herefordshire Council’s Library service at the Bromyard Centre is inaccessible due to building repair works.</li> <li>• A short-term Licence of one room at the office premises of Bromyard &amp; Winslow Town Council is to be taken, from where a pop-up library service can be delivered to the visiting public.</li> </ul>
<b>Highlight any associated risks/finance/legal/equality considerations:</b>	<ul style="list-style-type: none"> <li>• A formal agreement is necessary to regularise the arrangement and protect both parties.</li> <li>• Herefordshire Council to pay a small fee inclusive of all outgoings.</li> </ul>
<b>Details of any alternative options considered and rejected:</b>	No suitable alternatives were proposed
<b>Details of any declarations of interest made:</b>	None

I am an officer delegated to make the decision

Signed:

Print Name: Sarah Jowett

Job Title: Delivery Director – Property Services