

Record of officer decision

Decision title:	Granting a Licence to Occupy small meeting room on a shared basis at HARC for meetings and research purposes
Date of decision:	1 st May 2024
Decision maker:	Strategic Assets Delivery Director
Authority for delegated decision:	Corporate Services' scheme of delegation dated August 2023 (line 35) gives the Strategic Assets Delivery Director the authority to take the decision.
Ward:	Dinedor Hill
Consultation:	Archive & Records service
Decision made:	Granting a Licence to Occupy small meeting room on a shared basis at HARC for meetings and research purposes
Reasons for decision:	Herefordshire Victoria County History Trust (HVCHT) is a local charity that prepares and publishes historic data relating to the county of Herefordshire. They are involved with schools to disseminate local historical data.
Highlight any associated risks/finance/legal/equality considerations:	<ul style="list-style-type: none"> • HVCHT carries out historic research from the premises and use it as a base for their meetings. They also store some documents in the building. • Licence to occupy is required to set out the terms of the arrangement and to prevent any form of tenancy being created
Details of any alternative options considered and rejected:	No suitable alternatives were proposed
Details of any declarations of interest made:	None

Signed..... Date: 09/05/2024

Print Name: Sarah Jowett
Job Title: Strategic Assets Delivery Director