

(For Democratic Services use)

Decision Number: 24(2017/18)

Portfolio Holder Executive Decision Statement

The Local Authority (Executive Arrangements)(Meetings and Access to Information)(England) Regulations 2012

Subject: Sevenoaks Saturday and Wednesday Market Operation
Details of Decision taken: To award the contract for the operation of the Sevenoaks Markets to Sevenoaks Town Council
Reason for Decision: The tender for operation of the Sevenoaks Markets was advertised in the European Journal in accordance with the Procurement Regulations 2015 and Sevenoaks Contract Procedure rules. Following evaluation of the tenders received the most economically advantageous tender was that submitted by Sevenoaks Town Council.
All Documents considered: The tender evaluation, summary and recommendation document.
Details of any alternative options considered and rejected by the Member when making the Decision: The tender submitted by Bray Associates
Financial implications: The income is included within the budget provision for 2018/19.
Legal Implications and Risk Assessment Statement: The market operations will be subject to a written contract agreement. The fees chargeable to the Town Council for each market day are invoiced monthly in arrears.
Equality Impacts: (Consideration of impacts under the Public Sector Equality Duty) The decisions recommended through this paper have a remote or low relevance to the substance of the Equality Act. There is no perceived impact on end users.
Local Member (s), other Portfolio Holders and/or Directors/Heads of Service Consulted: The tender evaluation and recommendation to award the five year contract to Sevenoaks Town Council has been considered by the Portfolio-holder Direct and Trading Services and the Chief Officer Environmental & Operational Services.

When completed a copy of this record must be sent to the Democratic Services Section by e-mail and a signed copy by internal mail


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Details of any conflicts of interest

a) declared by any executive member who is consulted by the Decision Taker

b) and any details of dispensations granted by the Chief Executive in respect of any declared conflict

Decision taken by:	Portfolio Holder for Direct and Trading Services
Signed by Portfolio Holder	
Date of Decision	26.2.18
Record made by:	Ian Finch
Date of record:	9.3.18.

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