

OFFICER DECISION RECORD

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| <p>Officer: Matt Wright, High Street Project Officer</p> | <p>Service: Plans for Neighbourhoods Accountable Body</p> |
| <p>CMT Officer: Section 151 Officer</p> | <p>Delegated Power Being Exercised: Part 3 - Responsibilities for Functions; Table 4, paragraph 59 which delegates the following functional responsibility to members of CMT in respect of their relevant service areas:</p> <p>To manage and promote the services for which they are responsible and to enter into arrangements, or do anything else which is considered necessary or expedient in the management of the services and functions for which they are responsible including the acquisition of goods, works and services within budgets and policies approved by the Council and in compliance with the Financial Rules and Scheme of Financial Delegation and Code of Procurement.</p> |
| <p>Subject of Decision: Plan for Neighbourhoods - Appointment of Chaos Media to Deliver External Town Board Website</p> <p>Following a procurement exercise tendering bidders to develop a website and brand for the Wisbech Town Board, Chaos Media were the chosen contractor to deliver this work by the Town Board.</p> <p>This decision is for FDC as accountable body to appoint the chosen contractor to deliver the works using £9805.00 Town Board capacity to purchase the services.</p> | |
| <p>Decision Taken: To authorise the design and build of a website in line with the Town Board brief at a value of £9,805.00.</p> | |
| <p>Reason for the Decisions: As part of the capacity funding allocated by CLG to the Town Board in Wisbech, CLG requested that a website and brand for the Town Board be created.</p> <p>Following a tender process where six contractors were approached, three quotations were received and the cheapest of these returns has been chose to deliver the works at a value of: £9,805.00 by the Town Board.</p> <p>This decision is for FDC as accountable body to release the funding and appoint the supplier to deliver the services outlined in the brief.</p> <p>This funding is from the CLG Plan for Neighbourhoods funding pot and is not funded in any part by Fenland District Council.</p> | |
| <p>Alternative Options Considered (if appropriate): Not applicable.</p> | |

Background/Reports/Information considered and attached:
Town Board Decision – 14/08/2025

Officer's Signature
Section 151 Officer

Date:
2 September 2025

Please forward to Democratic Services upon completion

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**Date copy passed to
Democratic Services 03/09/2025**

**Implementation Date:
(if not called-in)
(Allow 5 clear working days after publication
of decision)**

Circulation: Democratic Services, Portfolio Holder, Officer and Accountancy.