

OFFICER DECISION RECORD

Lead Officer: Phil Hughes, Head of Leisure Services	Service: Parks and Open Spaces
Portfolio Holder: Councillor Susan Wallwork, Portfolio Holder for Cemeteries, Community Safety, Emergency Planning, Freedom Leisure, Military Covenant, Policing, Street Pride, Street Naming & Numbering & Travellers Sites	Delegated Power Being Exercised: Part 3 - Responsibilities for Functions; Tables 4 and 5, Table 4, Para 74: To manage the Council's property and engineering assets. To undertake the Council's asset management functions.
Subject of Decision: Minor updates to Memorial Safety Guidelines document	

Decision Taken: Iterative minor adjustments to improve FDC's memorial inspection guidelines following inspection experience over the past few years. Continue memorial inspections, using revised guidelines.		
Reason for the Decision: Experience of memorial inspections has led to minor changes in the guidelines.		
Alternative Options Considered (if appropriate): N/A		
Background/Reports/Information considered and attached: Memorial Inspection Guidelines document		
Implications: No Legal and Procurement or Financial implications		
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; border-right: 1px solid black; padding: 5px;"> Portfolio Holder/Officer's Signatures Phil Hughes, Head of Leisure Services Councillor S Wallwork, Portfolio Holder for Cemeteries </td> <td style="width: 50%; padding: 5px;"> Date: 8 May 2025 14 May 2026 </td> </tr> </table>	Portfolio Holder/Officer's Signatures Phil Hughes, Head of Leisure Services Councillor S Wallwork, Portfolio Holder for Cemeteries	Date: 8 May 2025 14 May 2026
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Please forward to Democratic Services upon completion

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Date copy passed to Democratic Services 14/05/26	Implementation Date: 14/05/26 (if not called-in) (Allow 5 clear working days after publication of decision)

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