

Decision by Portfolio Holder



Report reference: LCS-007-2017/18
Date of report: 28 November 2017

**Epping Forest
District Council**

Portfolio: Leisure and Community Services

Author: Julie Chandler (Ext 4214) Democratic Services: J Leither

Subject: Museum Collection Store – revised rental sum

Decision:

- 1) That an additional sum of £1,200 for the rental cost of Unit 15 at Oakwood Hill Industrial Estate, which is used for storage of the Museum Reserve Collection, be agreed from within existing provision.

ADVISORY NOTICE:

*A Portfolio Holder may not take a decision on a matter on which he/she has declared a Pecuniary interest.
A Portfolio Holder with a non-pecuniary interest must declare that interest when exercising delegated powers.*

I have read and approve/~~do not approve~~ (delete as appropriate) the above decision:

Comments/further action required:

Signed: Councillor H Kane

Date: 28 November 2017

Non-pecuniary interest declared by Portfolio Holder/ conflict of non-pecuniary interest declared by any other consulted Cabinet Member:

None

Dispensation granted by Standards Committee:
Yes/No or n/a

N/A

Office use only:

Call-in period begins: 01 December 2017

Expiry of Call-in period: 07 December 2017

***After completion, one copy of this pro forma should be returned to
Democratic Services IMMEDIATELY***

Reason for decision:

This report refers to a previous Portfolio Holder decision which sought approval for the Council to enter into a licence agreement for storage facilities for the Museum Reserve Collection.

It serves to approve an additional amount of £1,200, which will meet the revised costs of the new storage facility, Unit 15, taking the total rental cost to £13,200 per annum.

Options considered and rejected:

None.

Background Report:

This report refers to a previous report seeking authority for the Council to enter into a Licence for Unit 15, at Oakwood Hill Industrial Estate, for storage of the Museum Reserve Collection.

- 1) Following the transfer of approximately 50% of the Reserve Collection that was held in two large storage buildings at Oakwood Hill Industrial Estate, to the Museum site in Waltham Abbey in 2015/16, a new and smaller storage facility was negotiated with Grangewood and the remaining items moved into this store in early 2016.
- 2) It was hoped to secure permanent storage facilities for these items, at the Waltham Abbey Police Station site, but unfortunately the Council was unsuccessful in its bid to the Police and Crime Commissioner. Therefore, in order to reduce the level of cost for the resulting storage required, the museum negotiated a smaller and cheaper unit at Oakwood Hill and the reserve collection was transferred to this site in April 2017.
- 3) A previous Portfolio Holder report received approval for the authority to enter a Licence for the new storage and at the time, the cost of the Unit, was thought to be £12,000 per annum. However, the actual cost of this unit was in fact £13,200 per annum.
- 4) This report therefore seeks Portfolio Holder authority to increase the approval to a revised amount of £13,200, from within existing provision.

Resource Implications: The cost of the unit will be funded from existing provision

Legal and Governance Implications: A licence is required for the Council's use of the storage unit.

Safer, Cleaner and Greener Implications: None.

Consultation Undertaken: N/a

Background Papers: Cabinet report 11th June 2015 – Epping Forest Shopping Park. Previous Portfolio Holder report July 2017.

Impact Assessments:

Risk Management: N/a

Key Decision Reference (Y/N): No

Equality Analysis:

The Equality Act 2010 requires that the Public Sector Equality Duty is actively applied in decision-making. This means that the equality information provided to accompany this report is essential reading for all members involved in the consideration of this report. The equality information is provided at Appendix 1 to the report.