

Decision by Portfolio Holder



Report reference: CPS-006-2019/20
Date of report: 03 February 2020

**Epping Forest
District Council**

Portfolio: Community & Partnerships – Councillor N Bedford

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

Subject: Museum Collection Store – revised rental sum

Decision:

- 1) That a new Licence for up to three years for the rental cost of Unit 15b at Oakwood Hill Industrial Estate, used for storage of the Museum Reserve Collection, be agreed from within existing provision, on the basis of an increase of rent from the previous licence of £1440 (inc VAT) per annum.

ADVISORY NOTICE: <i>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>	
I have read and approve/ do not approve (delete as appropriate) the above decision:	
Comments/further action required: None	
Signed: Councillor N Bedford	Date: 11 th February 2020
<i>Non-pecuniary interest declared by Portfolio Holder/ conflict of non-pecuniary interest declared by any other consulted Cabinet Member:</i> None	<i>Dispensation granted by Standards Committee:</i> Yes/No or n/a N/A
Office use only: Call-in period begins: 11 th February 2020	Expiry of Call-in period: 18 th February 2020

**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, in a unit at Oakwood Hill Industrial Estate.

**Initialed as original copy by
Portfolio Holder:**

It serves to approve the renewal of the Licence on the basis of an additional amount of £1440 (inc VAT) per annum rental increase taking the total rental cost to £17,280 per annum.

Options considered and rejected:

None.

Background Report:

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

- 1) The previous Portfolio Holder report in 2017 received approval for the authority to enter a Licence for the museum storage at Unit 15b, Oakwood Hill Industrial Estate.
- 2) The collection was previously held at Langston Road Depot and was then transferred to two large storage buildings at Oakwood Hill as part of the decant of the Council's depot, for a sum of approximately £69,000 per annum.
- 3) Following the expansion of the Museum and redesign, a percentage of the collection was transferred to the Museum for permanent storage, and the remainder of the reserve collection continued to be held off-site in a smaller unit at a cost of £26,000 per annum.
- 4) This reserve collection was moved to the current premises in August 2017 with an annual rental cost of £15,840.
- 5) The Council is continuing to explore options to secure permanent storage facilities for the collections and the new lease is therefore for a three-year period, with a break clause at year 2, in the event we are able to transfer the collections to a permanent store.
- 6) This report therefore seeks Portfolio Holder authority to renew the licence for a period of up to three years at a revised amount of £17280 (inc VAT) per annum, from within existing provision. The difference in the annual licence costs of £1440 (inc VAT) is the result of Grangewood Investments Ltd annual charge increase over the last three years.

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: Portfolio Holder Report LC – 004 – 2017/18, 16 August 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.