

1 Purpose of report

1.1 To inform the committee of three uses of urgent action powers.

2 Executive summary

2.1 Actions which could not reasonably have been delayed for a decision of this committee have been taken in respect of three matters. These matters are the additional capital expenditure needed for the crematorium capital project a grant to the Royal British Legion to enable them to occupy premises for the Poppy Appeal 2014 administration and the agreement of a reduced market fee for the Food Festival on 5th and 6th September 2014.

3 Appendices

Appendix A – Request for Urgent Action – Crematorium additional resources

Appendix B – Request for Urgent Action – Royal British Legion Grant

Appendix C – Request for Urgent Action – Food festival market stall fees

4 Proposed action:

4.1 The committee is invited to RESOLVE to note the Urgent Actions taken.

5 Background

5.1 The Council's constitution provides a mechanism at paragraph 3.4.09 for use in cases where action is urgently needed and cannot be reasonably delayed for a decision of the Council or any of its committees.

5.2 The use of urgent action powers by the relevant officer is subject to consultation with the chairman of the relevant policy committee.

5.3 The use of urgent action powers must be reported to the next meeting of the relevant committee.

6 Discussion

6.1 The reasons why urgent actions were necessary in these cases are set out in Appendices A to C.

7 Legal powers

7.1 The Local Government Act 1972 permits a local authority to put in place a scheme of arrangements whereby decision making authority may be delegated to committees, sub-committees and officers.

8 Financial and value for money implications

8.1 The financial implication of each decision is set out in the requests for urgent action as attached to this report.

9 Risk analysis

- 9.1 Normally a risk table is completed for any report setting out a proposed course of action. This is not appropriate here so the table has not been completed.

10 Implications for resources

- 10.1 There are no such implications arising from this report.

11 Implications for stronger and safer communities

- 11.1 There are no such implications arising from this report.

12 Implications for equalities

- 12.1 There are no such implications arising from this report.

13 Author and contact officer

- 13.1 Liz Elliott Head of Finance

14 Consultees

- 14.1 SMT

15 Background papers

Urgent action requests as attached

REQUEST FOR URGENT ACTION
(In accordance with Section 3.4.09 Urgent Action of the Constitution)

REPORTING COMMITTEE: Resources Committee

DATE OF NEXT MEETING: 17TH SEPT 2014

PURPOSE OF REPORT: To agree additional capital funding for the crematorium capital scheme as a supplementary estimate to those currently agreed as part of the capital programme - £886,431 additional funding is required

REASON FOR URGENCY:

AT THE CREMATORIUM MEMBER ADVISORY GROUP ON 2ND JULY 2014 THERE WAS A GENERAL ACCEPTANCE THAT THE BEST WAY TO PROCEED WITH THE CREMATORIUM PROJECT WAS FOR THE COUNCIL'S URGENT ACTION PROCEDURE TO BE USED TO APPROVE ADDITIONAL CAPITAL FUNDING TO ENABLE THE PROJECT TO PROCEED. THE PROJECT HAS ALREADY UNDERGONE SOME DELAYS AND FURTHER DELAYS WILL ADD TO THE COSTS OF THE PROJECT DUE TO SIGNIFICANT LEVELS OF COST INFLATION ON BUILDING MATERIALS IN THE CURRENT MARKET. THE SECTION 151 OFFICER WILL NOT PERMIT ANY CAPITAL SCHEME TO PROCEED WHERE THE TOTAL AMOUNT OF SPENDING IS NOT FULLY FUNDED AS PART OF THE AGREED CAPITAL PROGRAMME AND THEREFORE THE COMMITMENTS ON THE BUILDING CONTRACTS CANNOT BE MADE IF THE SCHEME DOES NOT RECEIVE THE REQUIRED LEVEL OF FUNDING. THE NEXT RESOURCES COMMITTEE WOULD BE IN SEPTEMBER AND THIS WOULD CAUSE SIGNIFICANT DELAYS AND POTENTIALLY INCREASED COSTS.

KEY FACTS:

THE CREMATORIUM PROJECT IS PART OF THE AGREED CAPITAL PROGRAMME. INDICATIVE COSTS OF £4.7M WERE IDENTIFIED WHEN THE SCHEME WAS AGREED IN 2012-13. TO DATE THE LAND HAS BEEN PURCHASED AT A COST OF APPROX £1.3M, WITH AN AGREEMENT THAT THE PROJECT WILL BE DELIVERED WITHIN 3 YEARS OF THE SALE, OTHERWISE THE LAND COULD BE TRANSFERRED BACK TO THE SELLER AT A SIGNIFICANT LOSS TO THE COUNCIL. THIS GIVES THE COUNCIL UNTIL APPROXIMATELY MARCH 2016 TO DELIVER THE PROJECT. THE CURRENT PROJECT TIMESCALE IS TO DELIVER THE BUILD BY DEC 2015 BUT FURTHER DELAYS MAY HAVE A SIGNIFICANT RISK IN HITTING THE 3 YEARS DEADLINE .

IN ADDITION TO THIS SO FAR THE PROJECT INITIATION COSTS HAVE BEEN APPROXIMATELY £85K WITH FURTHER COMMITMENTS TO PROJECT MANAGERS AND OTHER CONTRACTORS ALREADY MADE. IF NO ASSET IS CREATED AS A RESULT OF THE PROJECT BEING ABANDONED THEN THESE COSTS WOULD HAVE TO BE FUNDED FROM REVENUE BUDGETS AND WOULD IMPACT THE TOTAL REVENUE SPENDING FOR THE BOROUGH IN 2014-15.

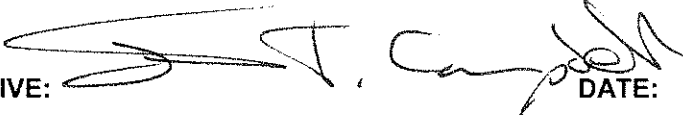

FINANCIAL IMPLICATIONS (SEE BELOW):

THE SECTION 151 OFFICER BELIEVES THAT THE ADDITIONAL COSTS WOULD STILL PROVIDE A REASONABLE RETURN ON INVESTMENT AS WELL AS PROVIDING A MUCH NEEDED SERVICE FOR THE RESIDENTS OF THE BOROUGH. THE RISKS OF NOT DELIVERING THE PROJECT HAVE SIGNIFICANT POTENTIAL FINANCIAL RISKS TO THE REVENUE BUDGET, BOTH AS THE COSTS OF THE PROJECT TO DATE WOULD HAVE TO BE FUNDED BUT ALSO THE INCOME FROM THE SCHEME HAS BEEN BUILT INTO THE MEDIUM TERM FINANCIAL PLAN.

THE SECTION 151 OFFICER THEREFORE SUPPORTS THE REQUEST FOR ADDITIONAL CAPITAL FUNDING TO ENSURE THE CREMATORIUM PROJECT IS FULLY FUNDED AND CAN BE DELIVERED ON TIME AND MITIGATE THE FINANCIAL RISKS OUTLINED ABOVE. THE FUNDING CAN BE MET FROM EXISTING CAPITAL RESOURCES, BASED ON ESTIMATED MINIMAL CAPITAL RECEIPTS FOR THE CURRENT FINANCIAL YEAR.

NB: To comply with the Constitution this signed urgent action pro forma must be attached to a report to the next meeting of the Committee concerned.

SIGNATURES:

- CHIEF EXECUTIVE:  DATE: 24th July 2014
- CHAIRMAN/VICE-CHAIRMAN OF COMMITTEE:  DATE: 24/7/2014

IF FINANCIAL IMPLICATIONS SIGNATURE OF:



- CHAIRMAN/VICE-CHAIRMAN OF RESOURCES COMMITTEE: DATE: 24/7/2014

NB: To comply with the Constitution this signed urgent action pro forma must be attached to a report to the next meeting of the Committee concerned.

REQUEST FOR URGENT ACTION

(In accordance with Section 3.4.09 Urgent Action of the Constitution)

**REPORTING COMMITTEE:
RESOURCES**

**DATE OF NEXT MEETING:
16 SEPTEMBER 2014**

PURPOSE OF REPORT:

To approve a grant to the Royal British Legion to enable them to take up occupation of 2a High Street, Wellingborough, as their headquarters for the 2014 poppy appeal.

To consider on a year by year basis whether temporary accommodation can be offered from September to November for the annual poppy appeal, depending on availability of suitable vacant premises. The financial basis on which the accommodation could be offered would be reviewed annually.

REASON FOR URGENCY:

A decision needs to be made before the Resources Committee meeting in September, in order to leave sufficient time for appeal preparations.

KEY FACTS:

The British Legion originally asked for assistance in funding the rent of suitable premises from which they could run the 2012 poppy appeal while they were in the process of making more permanent accommodation arrangements. This extended to the 2013 appeal.

At the end of the appeal in 2013 the organisation had not been able to find and fund permanent accommodation. It was noted that the council did not have the budget to grant-fund accommodation on a permanent basis for the whole year.

In 2014, the same request has been made. The council has assessed its property stock and could offer accommodation for the poppy appeal in the same location this year (as it is still available for let) for three months – 1 September to 30 November.

The grant required would be £800 for a rental period of three months. This sum has been arrived at by offsetting the council's current costs for the rates and maintenance of the empty building against the quarter year rental of £1375.

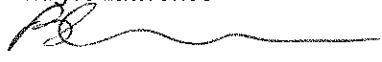
FINANCIAL IMPLICATIONS (SEE BELOW):

A virement of £800 from contingency budgets to the grants budget would be required.

SIGNATURES:

• **REPORT AUTHOR:** Bridget Lawrence

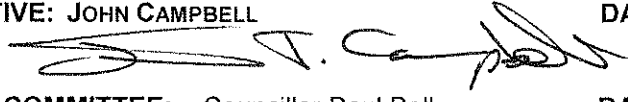
DATE: 20 AUGUST 2014



• **CHIEF EXECUTIVE:** JOHN CAMPBELL

DATE:

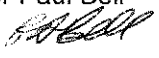
19/14



• **CHAIRMAN OF COMMITTEE:** Councillor Paul Bell

DATE:

1.9.14



IF FINANCIAL IMPLICATIONS SIGNATURE OF:



CHAIRMAN/VICE-CHAIRMAN OF RESOURCES COMMITTEE: NOT APPLICABLE – ACTION BY RESOURCES COMMITTEE

REQUEST FOR URGENT ACTION

(In accordance with Section 3.4.09 Urgent Action of the Constitution)

REPORTING COMMITTEE: RESOURCES COMMITTEE

DATE OF NEXT MEETING: SEPTEMBER 2014

PURPOSE OF REPORT: to seek approval to reduce market stall fees to £10 per stall (current fee for casual traders on a friday is £22 and £25 on saturdays) , offered to food festival and casual traders only for an event on Friday 5th and Saturday 6th September

REASON FOR URGENCY: the event is to be held before the next committee date

KEY FACTS:

Wellingborough Norse and BCW has been approached by a local business owner who would like to help organise a 'Local Food Festival' to be held on Wellingborough Market. the food festival would be organised in partnership with the business owner who will help by promoting the festival to local traders and directing them to wnorse who will co-ordinate the bookings.

it is proposed that the 'local food festival' would take place on a friday and a saturday.

The friday market is currently struggling with a very low number of traders. it is hoped that by hosting this type of event, it will help to increase footfall and trader numbers on this day.

In order to attract stall holders to the event – it is proposed that the casual stall fee is reduced as an incentive.

if the event is a success, it is hoped that this type of festival could become a monthly event, to be held on friday/saturday in order to help boost the trader and customer numbers on these market days. If traders choose to continue to trade on wellingborough market they will be charged the standard casual/permanent trader rate.

we currently have a policy whereby New permanent traders aged 25 years and under receive the equivalent of a three month rent free period during their first year of trading. This shall be taken in a pattern agreed by the trader

it is expected that at least 6 food festival traders would stand at the first festival event. This would bring in additional income to the council

promotion of the event would be done jointly between the food festival organisor, wellingborough norse and bcw

NB: To comply with the Constitution this signed urgent action pro forma must be attached to a report to the next meeting of the Committee concerned.

August 2011

FINANCIAL IMPLICATIONS (SEE BELOW):

it is proposed that the reduced rate of £10 is offered solely to food festival traders and other new casual traders wishing to stand on the food festival dates.

If traders choose to continue to trade on wellingborough market they will be charged the standard casual/permanent trader rate.

we currently have a policy whereby new permanent traders aged 25 years and under receive the equivalent of a three month rent free period during their first year of trading. This shall be taken in a pattern agreed by the trader

SIGNATURES:

- REPORT AUTHOR: *Z Bell* DATE: 1.9.14
- HEAD OF SERVICE: *J. Thomas* DATE: 1.9.14
- CHAIRMAN/VICE-CHAIRMAN OF COMMITTEE: *A Bell* DATE: 1.9.14

IF FINANCIAL IMPLICATIONS SIGNATURE OF:

- CHAIRMAN/VICE-CHAIRMAN OF RESOURCES COMMITTEE: *A Bell*
- DATE: 1.9.14

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