

Council Offices, Commercial Road, Weymouth, Dorset, DT4 8NG

01305 239839 - office@weymouthtowncouncil.gov.uk

Councillors nominated to the Finance & Governance Committee are hereby summoned to attend the following meeting. Please inform the Clerk if you are unable to attend.

**NOTICE OF MEETING**

**MEETING:** Finance and Governance Committee Meeting

**DATE & TIME**: Wednesday 18 March 2020 at 7.00pm

**PLACE:** Council Offices, Commercial Road, Weymouth, DT4 8NG

This is a meeting in public, not a public meeting. If you would like to attend and have any special requirements e.g. access or a copy of the agenda in another format, e.g. large print, please contact us.

A close up of a logo

Description automatically generatedAgenda and papers are available at [www.weymouthtowncouncil.gov.uk](http://www.weymouthtowncouncil.gov.uk)

J L Biscombe, FSLCC, CiLCA

Town Clerk 12 March 2020 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# Agenda

1. Welcome by the Chair
2. Apologies for Absence and Substitutions
3. Declarations of Interest
4. Minutes of the last meeting
5. Councillor questions
6. Public questions
7. Full Asset Review – Approach/Plan
8. Grant Policy 20/21
9. Grant Applications
10. Mayoral Celebration Event
11. Budget lines for 20/21, identifying funding sources and outcomes management
12. Information items

* Actions from the last meeting
* Forward Plan

1. Exclusion of the press and public
2. CONFIDENTIAL – Beach Office Lettable Unit
   * + 1. **Welcome by the Chair**
       2. **Apologies for Absence and Substitutions**

To approve any apologies received.

* + - 1. **Declarations of Interest**

To receive Councillor Declarations of Interest in matters on the agenda.

* + - 1. **Minutes of the last meeting**

To agree the minutes of the previous meeting held on 5th February 2020.

Recommendation:

That Councillors agree the minutes and that they are duly signed as a true and accurate record.

* + - 1. **Councillor’s Question Time**

Prior notice preferred where possible.

* + - 1. **Public Question Time**

Questions referring to the work of Dorset Council or other partner agencies will not be taken at this meeting.

The length of time available for public questions will be determined by the Chairman.

* + - 1. **Full Asset Review – Approach/Plan**

**Purpose of Report**

To consider the approach and methodology to enable the Town Council to undertake an effective asset review.

**Background**

Members have requested a review of all Council assets. In order to do this, it is recognised best practice to adopt an Asset Management plan.

An Asset Management plan defines the strategic framework within which the Councils assets will be managed over a period of time. It guides future decisions concerning the use, retention, protection, disposal and acquisition of property assets to meet the operational needs and strategic priorities of the Council. The plan also seeks to ensure that assets are sustainably and efficiently managed, remain fit-for-purpose, provide value for money and support Community needs.

The creation and adoption of a plan would provide the Council with a transparent co-ordinated approach to manging its assets to meet statutory requirements and supports future decision making.

In order to progress this, officers are recommending that a working group consisting of 4 Committee members alongside the Deputy Town Clerk and the Business and Finance Manager develop a Town Council Asset management plan.

It is envisaged that this would be a focused piece of work over the next 2-3 months; with the draft plan being brought back to this Committee by June/July 2020.

The progression of an asset review without setting out a clear methodology and rationale creates significant risk to the Council increasing the potential of incorrect conclusions and recommendations being made and external challenge.

It is estimated that 30 – 35 hours of officer’s time (£1,000) will be required to develop and produce the draft asset management plan.

**Impact Assessment:**

Equalities – None identified.

Environmental – None identified as part of developing an asset management plan.

Crime and Disorder – None identified at this time.

Financial – The development of an asset plan will be undertaken by Council Officers. Future costs will include condition surveys and valuations of Council assets, estimated to be circa £40,0000.

Economic – Public assets such as the Beach, Parks and Open spaces have an economic value to the Town. They also maintain and create job opportunities.

Risk Management – The development and production of an asset management plan will mitigate strategic and operational risks to the Council. It will provide a transparent and robust process for future decision making; standing up to scrutiny.

**Recommendation**

That the committee agree to the development of a Town Council Asset Management Plan and nominate up to 4 members to progress the plan as set out in the report.

* + - 1. **Grant Policy 20/21**

The Grant policy and form has been reviewed and a number of small updates are recommended. These are:

* Raising the limit (exceptional circumstances not withstanding) to £3,000. Members could approve a different limit, however, now the grant scheme is becoming more well known locally a significantly higher limit could result in funds being allocated quickly. A cautious rise is recommended and could be built on for 21/22 depending on the level of uptake.
* An additional policy point to confirm that the application form will be a public document, however, personal and bank details will be redacted.
* Adding an addition question to clarify the project that funding has been requested for.
* Requesting an email contact to facilitate contact.

**Recommendation**

That Councillors agree the attached grant policy and form for 20/21.

* + - 1. **Grant Applications 19/20**

The following applications have been received and are attached to this agenda, along with a copy of the agreed Grants Policy for 19/20:

* Home-Start West Dorset have applied for £1,715.00 towards training 10 volunteers for the Weymouth area. This represents 100% of the total costs. This includes training, admin support, printing costs etc, volunteer annual travel expenses and organiser travel expenses for 5 family visits for ten families. Confirmation has been confirmed that this is a one-off project for ten families. Recommended to allocate £1,715.00.
* Nu: Waves Youth Support have applied for £5,000.00 to run two Children and Young Peoples Recovery Toolkit – Trauma Treatment courses in the Spring/Summer 2020. One for ages 10–12 and alongside this one for 12-17. This will enable them to assist siblings of differing ages simultaneously. Council Offices were offered as a venue, however, for the best result they prefer to run the courses at a more child friendly/homely environment. The total cost of the project within Weymouth is £15,000.00, application for £5,000.00, recommendation to allocate £2,000.00.
* Read Easy Weymouth & Portland have applied for £1,040.00 (85% of project cost as 85% of benefactors are Weymouth residents. The request is to provide training for eight new volunteer coaches, and one set of coaching manuals and associated readers per coach. The total cost of the project within Weymouth is £1,500.00, recommendation to allocate £1,040.00.
* Westham Community Group have applied for £2,000, the total cost of the project being £4,500.00, to run 6 youth events at The Marsh and other venues in the area close to Westham. The request covers hiring equipment i.e. BBQ, gazebo etc and purchase of food and refreshments. Activities to include football coaching, make-up sessions, silent discos etc, the exact content to be guided by the young people. The total cost of the project is £4,500.00, application for £2,000.00, recommendation to allocate £2,000.00.
* The Weymouth Carnival Group CIC have applied for £2,000, total cost of the project is unknown as this is a new organisation but estimated between £50,000-£70,000. Request to cover insurance, radio purchase, first aid and event management training. Staff have advised that Weymouth Town Council would not normally support an on-going cost of insurance. This has been acknowledged and they plan to cover in future years via donations/sponsorship and will not come back to the Council. Recommendation to allocate £2,000.00.
* Activate Performing Arts have applied for up to £10,744, total cost of the project is £66,460. Request to provide support towards the finale event(s) taking place in Weymouth Town Centre, as part of Inside Out Dorset 2020 Festival, free to the public. The festival, which will run from 12-27 September taking place across Dorset and BCP, will draw to a close with a large-scale finale performance taking place on two nights in Weymouth Town Centre by two of Europe’s most in-demand outdoor arts companies. Recommendation to allocate £2,000.00.
* Members will recall approving an allocation of £2,000 to Friends of MV Freedom on 25 September 2019, towards the funding for a new vessel. The funding for the vessel has been secured. FoMVF are now requesting an additional grant towards safety equipment. Members had suggested that they may consider increasing the original grant to help secure the purchase of the vessel, should the funding not be secured in time. As the funding for the boat has been secured, this application constitutes a separate request and so is contrary to the policy agreed by Members. Agreeing a second allocation in this financial year could set a precedent for the future. This should be deferred until April 2020.

**Recommendation**

That Councillors discuss the grants detailed above and decide on allocations to be made.

Summary of grant allocations in 19/20:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Applicant | Project | Total project cost | Allocation | Date agreed |
| The Lantern Trust | Safe Sleep 2020 | 18,000.00 | 2,000.00 | 25/09/19 |
| D&W Fire & Rescue | Youth Intervention | 5,000.00 | 1,000.00 | 25/09/19 |
| Weymouth Skate Park | Repair base set up | 2,000.00 | 2,000.00 | 25/09/19 |
| Weymouth Museum | IT upgrade project | 2,000.00 | 2,000.00 | 25/09/19 |
| Weymouth Cougars | Ground maintenance equipment | 5,000.00 | 2,000.00 | 25/09/19 |
| \*Friends of MV Freedom | Contribution to new adapted boat | 260,000.00 | 2,000.00 | 25/09/19 |
| Let’s Make It! | Pilot of a new group | 1,575.00 | 1,150.00 | 25/09/19 |
| Young Enterprise | Company Programme | 2,000.00 | 1,500.00 | 25/09/19 |
| Christmas Committee | Community event 2019 | 3,000.00 | 1,500.00 | 25/09/19 |
| Safewise | Developing a beach training | 2,541.00 | 1,699.78 | 06/11/19 |
| People First Dorset | Project worker for 100 hours | 1,887.00 | 1,698.30 | 06/11/19 |
| Wyke Christmas Fayre | Attendance of Wessex FM | 145.00 | 145.00 | 06/11/19 |
| As One Theatre | Drama Performance | 32,000 | 2,000.00 | 18/12/19 |
| Friendly Food Club | Cooking & eating together | 3,000 | 2,000.00 | 18/12/19 |
| Greenhill Community Trust CIC | Upgrading sand and fencing | 2,282 | 1,700.00 | 18/12/19 |
| Weymouth Beach Volleyball Club | Balls, gazebo & water reusable bottles | 12,000 | 1,800.00 | 18/12/19 |
| Opera Circus | Youth mobility programme | 2,850.60 | 1,672.00 | 05/02/20 |
| The Rotary Club of Melcombe Regis | ‘Sunday Funday at the Marsh’ | 4,600 | 540.00 | 05/02/20 |
| Dorset Youth Association | Strengthening Families Programme | 5,330.24 | 2,000.00 | 05/02/20 |
| STEPS Club for Young People | 6-Month Project – bullying/discrimination | 3,711.76 | 1,798.20 | 05/02/20 |
| Home-Start West Dorset | Volunteer training & associated costs | 1,715.00 | 1,715.00 |  |
| Nu: Waves Youth Support | 2 x Children & Young Peoples Recovery Toolkit | 15,000.00 | 2,000.00 |  |
| Read Easy Weymouth & Portland | Coaching manuals & associated readers to train 8 volunteer Coaches | 1,500.00 | 1,040.00 |  |
| Westham Community Group | 6 x Youth events & associated costs | 4,500.00 | 2,000.00 |  |
| The Weymouth Carnival Group CIC | Insurance, radio, first aid training and event management training | 70,000.00 | 2,000.00 |  |
| Activate Arts | Free public arts event in Weymouth | 66,460.00 | 2,000.00 |  |
| \*Friends of MV Freedom | ADDITIONAL contribution to new adapted boat |  |  |  |
|  | **Total AGREED prior to this meeting** |  | 32,203.28 |  |
|  | **Total listed above** |  | 42,958.28 |  |

* + - 1. **Mayoral Celebration Event**

**Purpose of Report**

To support an annual Community Mayoral Celebration.

**Background**

At the Weymouth Town Council Governance Working Group meeting on Wednesday 12th February a discussion took place with regards to the current arrangements for the annual Mayor Making process. Their thoughts were that is should be more of a Community Celebration for the Town, although still holding the Ceremonial and voting elements as part of the Annual Council meeting. This suggestion was then put forward to the Tourism, Events, Arts and Festival Working Group (TEAF) to gain their views, support and to discuss further.

At the TEAF Working Group meeting members were supportive of this idea with the outline of the event for the current Mayor thanking the Community for their support and then welcoming the new Town Mayor into office with a robing ceremony to include Mace Bearers.

Details of the make-up of the Community Celebration were not discussed as it was felt that this should be led by the incoming Mayor each year.

A specific date was not proposed however, there was a suggestion for this event to take place perhaps during the late May bank holiday week/end or tie into another existing event.

A suggested budget of up to £2,500 was felt reasonable to allocate to this new Mayoral Celebration event and subject to Service Committee agreement, a report would be taken to the Finance and Business Committee to request additional budget allocation.

It has been identified that the associated finance could be met from the existing Civic and Mayoral budget.

This report was also considered at the Services Committee on Wednesday 4th March and Members voted by a majority to support the proposal to hold a new Mayoral Community Celebration and for the proposal to be taken forward to the Finance and Governance Committee for final approval.

**Impact Assessment:**

Equalities – All Council events have an all-inclusive policy.

Environmental – All Council events will adopt sustainable practices.

Crime and Disorder – Positive contribution to community cohesion.

Financial – As detailed within the report.

Resources – Officer time across various sections and event management services

Economic – Positive impact to the destination image and local visitor economy.

Risk Management – Reputational risk

**Recommendations:**

That the Committee gives final approval to hold a new Mayoral Community Celebration event on an annual basis and funded from the existing Civic and Mayoral Budget.

* + - 1. **The approach to approving new budget lines for 20/21, the identification of funding sources and outcomes management**

At its last full meeting the Council identified that it would want to start introducing new priorities for its spending programme now that it has been in existence for almost 12 months. Ideas have been developing through the working groups that have been meeting regularly through the last few months. These ideas, if implemented in full, would far outspend the budget and staff capacity we will have available, so the Council needs to determine how and when it makes choices in this situation. This will enable the Council to ensure that staffing arrangements for supporting the new objectives, their financial monitoring and performance can be put in place.

The Committee’s views will enable the Budget working group to produce a paper for the Full Town Council meeting on 08 April.

**Recommendation:**

Councillors are asked to discuss the issues raised above.

* + - 1. **Information Items**

**Actions from the last meeting**

|  |  |  |  |
| --- | --- | --- | --- |
| Date | Who | Action | Status |
| 05/02/20 | JB | Events, consultations and grant opportunities detailed on the Forward Plan to be publicised on WTC website. | Completed and ongoing |
| 05/02/20 | JB/IM | Clarification requested regarding previous action around S106 monies. |  |
| 05/02/20 | JB | Correspondence to Chairman of Nottington Community Speed Watch Group regarding SIDs to be forwarded to Cllr Northam as requested. | Completed |
| 05/02/20 | IM | Anti-Fraud and Corruption Policy to be considered at next Full Council meeting on 19 February 2020. | Completed |
| 05/02/20 | JB | Request that the Chairman of Weymouth BID attend the next Full Council meeting to discuss the proposal to appoint a Town Crier for Weymouth. | Completed |
| 05/02/20 | MR | Smaller lettable unit at the new Beach Office building to be referred to the TEAF Working Group with the views of the group being brought to a future meeting of the F&G Committee. | Ongoing |
| 05/02/20 | MR | Officers to produce business plan relating to WTC running a commercial venture from the larger lettable unit at the new Beach Office, for consideration at the next F&G Committee meeting on 18 March 2020. | Part of this agenda |
| 05/02/20 | IM | Risk Management Strategy and Strategic Risk Register with comments made at the F&G Committee for recommendation for approval to the next Full Council meeting. | Completed |
| 05/02/20 | JB | Resident’s enquiry regarding the plan for disused buildings in the town to be raised with Dorset Council. | In progress |
| 18/12/19 | MR | Full Asset Review scheduled to be put before F&G Committee on 18th March 2020 to be changed to read “Full Assets Review – Approach /Plan” and the Full Asset Review to be moved to the new financial year. | Completed |
| 18/12/19 | MR | Carry out tendering exercise and award contract for garages and parking spaces, as specified in the report, for a period of 12 months. | Garages tendered –  leases to be completed. Parking spaces to be tendered. |
| 18/12/19 | MR | Monitor progress with regards to completion of Climate Mitigation Report, in conjunction with Green and Clean Working Group. Updates to be brought to Full Council as a standing item. | Ongoing – Scope 1 & 2 Data provided to Trust. Presentation to G&C  Working group  to take place w/c 23 March. |
| 18/12/19 | MR | Circulate to Members what will be included in the Climate Mitigation Report. | Completed |
| 18/12/19 | JB | Chair of Nottington Village Community Speed Watch to be written to in respect of their question to Councillors about SIDs. | Completed |
| 06/11/19 | IM | Outturn figures to be circulated to Members when available. | In progress |
| 06/11/19 | IM | Financial reports to be circulated to Members on a monthly basis. | Ongoing |
| 06/11/19 | IM | Produce a report detailing when S106 funds run out. | In progress |
| 06/11/19 | JB | Policy to be produced regarding how CIL monies are dispersed. | In progress |

**Finance and Governance Forward Plan**

F&G Forward Plan – this is not a definitive list and is subject to constant change

|  |  |
| --- | --- |
| Date | Items for consideration |
| 18/03/20 | Grant applications  Full Asset Review – Approach/Plan  Beach Office Lettable unit business case  Town Councillor Vacancy Procedure  Policy Review |
| 29/04/20 | Grant applications  End of year Financial report  Climate Emergency impact and mitigation report  Community Artwork Project – Gable end of 101 the Esplanade  Investment Proposal |
| 10/06/20 | Grant applications  Approve Governance Statement  Financial outturn 19/20  Updated Standing Orders  Updated Financial Regulations |
| 22/07/20 | Investment Policy  Grant applications |
| 30/09/20 | Grant applications  Policy Review  Mid-year review of capital expenditure 20/21 |
| 11/11/20 | Grant applications  Appointment of Internal Auditors for 20/21 |
| 16/12/20 | Grant applications  Draft Budget and Precept |

**General Forward Plan**

WTC Forward Plan – this is not a definitive list and is subject to constant change

|  |  |  |
| --- | --- | --- |
| Date | Meeting | Items for consideration |
| 11/03/20 | HR | Apprentice pay rates  Contractors and the Real Living Wage |
| 18/03/20 | F&G | Grant applications  Full Asset Review – Approach/Plan  Beach Office Lettable unit business case  Town Councillor Vacancy Procedure  Policy Review |
| 25/03/20 | Annual Town Assembly | |
| 08/04/20 | Full Council | Policy Review  Town Councillor Vacancy Policy  Annual Town Assembly feedback  Crookhill lease and Commercial road – Council offices lease  Play Area leases  Budget allocations and project monitoring |
| 15/04/20 | Services | Tumbledown Farm update  Town Centre Decorative and Christmas Lighting  Brunswick Catering Kiosk  Town Centre – Street Furniture and Licensing  Balloon and Sky Lantern Release Policy  Amendments to the Allotment Tenancy Agreement |
| 29/04/20 | F&G | Grant applications  End of year Financial report  Climate Emergency impact and mitigation report  Community Artwork Project – Gable end of 101 the Esplanade  Investment Proposal |
| 13/05/20 | Full Council | Annual Meeting  Nominations to Committees and outside bodies |
| 27/05/20 | Services | Community Emergency Plan  Laser lighting options  Tumbledown Farm update |
| 10/06/20 | F&G | Grant applications  Approve Governance Statement  Financial outturn 19/20  Updated Standing Orders  Updated Financial Regulations |
| 17/06/20 | HR | Job evaluations  Union recognition |
| 24/06/20 | Full Council | Sign off Governance statements and accounts  Updated Standing Orders  Updated Financial Regulations  Councillor Training |
| 08/07/20 | Services | Tumbledown Farm update |
| 22/07/20 | F&G | Investment Policy  Grant applications |

**Recommendation:**

That Members note the information items.

* + - 1. **Exclusion of the press and public**

Under the Public Bodies (Admissions to Meetings) Act 1960 members of the public and press are required to leave the meeting due to the sensitive nature of the item next to be considered relating to commercial sensitivity.

**Recommendation:**

That Councillors agree to exclude the public and press to consider confidential item Beach Office Lettable Units Business Case.

* + - 1. **CONFIDENTIAL – Beach Office Lettable Unit**

**Purpose of Report**

To consider the in-house delivery of a catering outlet as detailed in the business case and risk register supplied in confidential appendices A and C.

**Background**

At the July 2019 meeting of the Town Council members agreed to fund £120,000 in support of the Beach office development.

As part of the development project, being carried out by Dorset Council, there are two lettable spaces - one measuring 17m2 (including store/preparation area of 5m2) and a second measuring 5m2. The main lettable space has been designed with retail purposes in mind whilst the smaller unit was originally identified for the potential of visitor information.

On completion of the project, expected to be early Summer 2020 the units will be of a basic shell finish i.e. no furnishings, counter tops, second fix services, extraction nor specialist equipment is included.

The Beach office building has previously incorporated a larger catering space housing a café and sitting out area. Historically, all retail and catering opportunities would be offered to tender.

An options report was presented to Finance and Governance Committee of 5th February to consider the tendering of the lettable spaces or that Weymouth Town Council run the spaces themselves.

At that Committee members resolved that

* Officers be instructed to produce a business plan, relating to the main lettable space being run directly by Weymouth Town Council, for consideration at this meeting.
* The Committee refers the use of the second smaller lettable unit to the Tourism, Events, Arts and Festivals (TEAF) working group with the views of the group brought to a future meeting of this Committee.

The TEAF group will be considering this unit at their April meeting.

Attached at Appendix B is a plan of the Beach office development showing the location and scale of the lettable unit in question.

This retail space offers an opportunity for the Town Council to operate a commercial catering outlet at a high footfall area of the seafront.

Initial information gathering discussions have taken place with our colleagues at Bournemouth, Christchurch and Poole Council who have long standing experience in operating many of their seafront catering outlets “in-house” which have developed into a major part of their income generation streams.

Indications are that a quality cold food catering offer is the best way to minimise risk of waste, whilst making the best use of the limited space and (with the lack of any ventilation or extraction) the easiest to deliver without lengthy and expensive alterations. This is not exclusive and could also offer a mix of other retail/seasonal hot food catering variations with low waste.

The unit would be counter service only. There is insufficient floor space for customers to enter the premises.

The confidential business plan includes details of the offer, market opportunities and appeal, investment (capital) costs, financial forecasting, adopted sustainability measures and practices, SWOT analysis, staffing arrangements and risk analysis.

Pursuing this option provides the Town Council with an opportunity to explore the commerciality of operating a seafront business in-house. Rather than relying on third party operators to deliver the facility, the Council can deliver an offer in keeping with the ethos and aspirations of a dynamic Town Council which holds sustainability and community engagement at its heart.

The venue could also become a community resource, providing an outlet for information regarding events, goods and services as well as them potentially becoming a supplier of locally sourced products for sale.

As detailed within the business case, the level of sustainability and reduction on “food miles” will directly impact on the overall profitability of the venture however it is felt that these aspects align with the Councils commitments regarding climate change. In addition, the outlet would continuously investigate ways to reduce its own carbon footprint and look to work with other agencies/partners to promote sustainable practices within the community.

Further licenses are due to come to an end over the next few years meaning this venture could act primarily as a “test case” for the future.

Implementation timeline:

If approved - fit out and recruitment May/June 2020

Kiosk open July 2020

Financial Implications - These are included within the confidential Appendix A.

**NB -** Current Council staff capacity does not encompass resource to supervise and operate the facility, recruitment would be required for an experienced catering supervisor and casual seasonal staff.

**Alternative Option – Tender**

Should Committee prefer to undertake the tendering of the opportunity (not prescriptive to food or non-food retail) this will need to be undertaken in accordance with the Town Councils adopted Financial Regulations.

The requirements are defined as Concessions contracts, which since April 2016 have been covered by the ‘Concession Contracts Regulations 2016’ (CCR 2016) (as opposed to the Public Contracts Regulations 2015 (PCR 2015) which regulates the procurement of most goods and services purchased by the Council).

The tender would follow the same procedure, process and specification adopted by the Council for the recent exercise applied to the seasonal beach catering and retail pitches i.e. a three-stage procurement that included the completion of a Supplier questionnaire (SQ) providing details of the standing, capability and suitability of tenderers; a Quality Proposal (Suitability & Quality of Offer, Sustainability Measures & Practices, Health & Safety, Social Value and Trading experience) and a Commercial (financial) Proposal.

The overall weightings of the tender for Price (Financial offer) and Quality would be tendered on a weighting of 50%: 50% therefore the financial offer has an equal weighting to quality.

The main difference between this tender and the seasonal beach tenders is that this tender does not require the supply of a kiosk. In line with the Councils climate emergency resolution, the successful tenderer will be required to adopt environmental measures and methods of works including materials when implementing the fit out of the lettable unit.

It is envisaged that this opportunity would be offered as a 5-year agreement to allow the Council to consider future options at this time.

Tenderers would be required to submit a financial offer for the first and second years; this enables the tenderer to take account of investments made in the first year. Thereafter it is proposed that the fee is increased by RPI plus 1% per annum, which is no change to historic practices.

This would be an on-line e-tender using the myTenders e portal or similar. The opportunity would be advertised locally, County wide and in the Official Journal of the European Union; making best use of on-line social media marketing.

Any proposed rental offer by tenderers will be market driven. It should be noted that this site now has a reduced capacity for sitting out and requires initial investment into internal fittings/works so previous income levels may not be achievable with the new design.

To assist Council officers in this specialised area of tendering and to provide technical capacity, external resources will need to be bought in.

Implementation Timeline:

It is estimated that a tender exercise would take approximately 3 months (Production of the tender documentation including specification & lease; allowing for the minimum time limit for the receipt of tenders (30 days); evaluation; moderation; Full Council consideration and standstill period) allowing for the contract award to be issued for a business to gain access to the premises for works and to operate from peak Summer 2020.

Financial Impacts – Tendering

* Officer time for Tender formulation, assessment and moderation – 50 hrs (£950 approx.) – met from current salary.
* Cost of e procurement system – £1,100 plus consultants estimated fee (i.r.o £1,200) – met from existing budgets.
* Cost of Lease documentation - £450 to £600

**Summary:**

It is in officer’s opinion that the retail space at the Beach Office building provides the Council with an excellent opportunity to consider its future commercial aspirations. It would enable the first steps towards a Council run catering venture; allowing learning, knowledge and experience in order to take advantage of other catering / retail opportunities on Council land.

**Recommendation**

That the committee: -

1. Considers the attached confidential business plan and resolves to approve the operation of a council run outlet on Weymouth seafront in line with the information provided.

Or

1. Approves that officers carry out a tendering exercise as set out within this report.

**Impact Assessment:**

Equalities – None identified.

Environmental – Both options will encompass the requirements of the Councils policy to operate sustainably, including the need to use ecologically sound materials

Crime and Disorder – None identified.

Financial – Net profit generated from either option will contribute to ongoing development and maintenance of the beach and seafront. Requirements placed upon tenderers and changes in the marketplace can have an impact

Resources – Additional personnel will be required should the in house option be forwarded. Additionally, set up costs and recruitment would need to be met from operating income.

Economic – Either option will provide seasonal job creation, the in-house option would offer the opportunity to develop longer term jobs within the Council framework. Both options include being a real living wage employer.

Risk Management – As detailed within the SWOT analysis and Risk Register in the business case.

Members are reminded of the need to maintain the confidentiality of confidential items.