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

01305 239839 - office@weymouthtowncouncil.gov.uk

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

**NOTICE OF MEETING**

**MEETING:**  Finance and Governance Committee

**DATE & TIME**: Wednesday 3rd November 2021 at 7.00pm

**PLACE:**  Council Chamber, Council Offices, Commercial Road, Weymouth,

DT4 8NG

This is a meeting in public, not a public meeting.

Anyone wishing to attend or ask a public question should do so by email to [office@weymouthtowncouncil.gov.uk](mailto:office@weymouthtowncouncil.gov.uk) by 9am on the day prior to the meeting if possible.

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

A close up of a logo

Description automatically generatedAll attendees are asked to wear a mask whilst moving around the building and Council Chamber. Masks may be removed when sitting. Please observe social distancing. Please take a Covid lateral flow test in the 24 hours prior to the meeting. Attendees will be asked to sign in to assist with track and trace.

J L Biscombe, FSLCC, CiLCA

Town Clerk 28 October 2021 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# 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. Grant Applications
8. Q2 Budget Monitoring Report
9. Reallocation of reserves to support special commemorative events and projects for 2022.
10. Appointment of Internal Auditors for 2021/22
11. Wyke Community Building and Swannery Market Office Future Options
12. Beach Operations Building
13. Information items

* Actions from the last meeting
* Forward Plan

1. Radipole Park & Gardens Café
2. Exclusion of the press and public
3. Confidential Item: Sundry Debtors

## Welcome by the Chair

## Apologies for Absence and Substitutions

To approve any apologies received.

## Declarations of Interest

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

## Minutes of the last meeting

To approve the minutes of the last formal meeting held on 24th March 2021 as a true and accurate record, and that they be duly signed as such.

The notes from previous Advisory Meetings will be ratified by Full Council on 17 November.

### Recommendation:

Members are asked to agree the minutes of the last formal meeting held on 24th March 2021 as a true and accurate record.

## Councillor’s Question Time

No questions have been received to be included with the agenda despatch.

## Public Question Time

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

No questions have been received to be included with the agenda despatch. Members of the public are able to ask a public question up until 9am on the day before the meeting date by emailing [office@weymouthtowncouncil.gov.uk](mailto:office@weymouthtowncouncil.gov.uk) .

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

## Grant Applications

The following applications have been received and are attached to this agenda at Appendix A and Appendix B.

**The Lantern Trust Weymouth – Safe Sleep 21/22**

The grant would be to fund running costs for the proposed support package which could be offered alongside the accommodation, providing clients with the option to take up an offer of ongoing tailored support, thus avoiding a return to the street. The support package would ensure that clients are triaged by a support worker who will also provide crisis response and tailored advice to ensure that a support plan is in place for every client. The aim is to utilise this opportunity to ensure that support needs are met, finances are in place and that clients are tenancy ready after this period of accommodation and do not return back to the streets. Intensive support will be available with the aim of assisting clients to move into settled accommodation.

**Project cost:** £44,149.60

**Application amount:** £5,000.00

**Recommendation:** to allocate £5,000.00

**The Veterans Hub – Expanding the support hub**

The Veterans Hub have recently secured new premises adjacent to the project where they will be creating an open office space to be shared by a number of organisations that support the local community and have the same aims/goals as them. This will be a unique project and work as a ‘one stop’ support Hub for veterans and their families, including those still serving. In addition to this they will also be opening a ‘charity’ style shop that will be run by their service users and used as extra income stream for this project. If awarded, the funding would be put toward the cost of renovating the new premises and also for securing fixtures & fittings for the site.

**Project cost:** £2,000.00

**Application amount:** £2,000.00

**Recommendation:** to allocate £1,800.00 (geographical proportionality)

### Recommendation:

That Councillors discuss the grants detailed above and agree allocations.

Summary of grant allocations in 21/22:

|  |  |  |  |
| --- | --- | --- | --- |
| Applicant | Project | Agreed  Allocation | Date agreed |
| Activate | Finale Performance of Inside Out Dorset 2021 Festival | £5,000.00 | 12/05/21 |
| Littlemoor Community Safety Group | Promotion of the group - advertising, hall hire for meetings and events, refreshments for events such as litter picks etc plus general stationary, telephone bills and on-going general expenses. | £1,040.00 | 16/06/21 |
| Friends of the Marsh | Launch of PlayPark, supporting first year of Park Leader to be replaced with volunteers going forward. | £2,000.00 | 21/07/21 |
| Nothe Fort | Christmas Tunnel of Light | 0 |  |
| The Lantern Trust  (Weymouth) | Essential Items Project | £2,000.00 | 22/09/21 |
| The Lantern Trust  (Weymouth) | Safe Sleep 21/22 | £5,000.00 |  |
| The Veteran’s Hub | Expansion of premises | £1,800.00 |  |
|  |  |  |  |
|  | Total previously AGREED | £10,040.00 |  |
|  |  |  |  |
|  | Remaining Budget prior to this meeting | £39,960.00 |  |

Please note that the previously agreed project from The Nothe Fort for the Christmas Tunnel of Light is no longer going ahead and so the funds are available for allocation and have been added to the remaining budget detailed above.

## Q2 Budget Monitoring Report

**Purpose of the Report**

This Quarter 2 Finance Report summarises the council’s financial information for the second quarter of the 2021/22 financial year.

**Background**

In previous years, the Finance & Governance Committee has received a quarterly budget monitoring report to consider actual income and expenditure against agreed budgets. To enable members to have a greater understanding of other aspects of financial control the budget report has been expanded to include additional financial information.

**Budget Monitoring**

Each year a budget is approved that allows the council to set its precept for the following year. The council then has a responsibility to monitor income and expenditure against this budget and bring to members attention any material variances that are projected to occur. Summary and detailed budget information is contained within Appendix C.

The council needs to comply with the Code of Practice that determines how the council needs to monitor and report its financial information. Within the code there is no requirement to undertake and show detailed recharges across services. The council is also not bound by capital accounting regulations that require depreciation and other capital charges to be shown. Therefore, it should be remembered that budget monitoring in isolation is only one tool that will feed into the decision-making process, and it is recognised that additional information will sometimes be needed for staff reviews and service and scrutiny reviews which may be undertaken by the HR Committee and the Services Committee.

At the end of Quarter 2 the projected outturn is showing a favourable variance of circa £45k (the projected outturn at the end of Quarter 1 was a favourable variance of £65k).

**Income**

As the restrictions in respect of COVID-19 are lifted it is important that the council continues to monitor its income streams. A summary of the income received is shown in Appendix C and this will be updated on a quarterly basis as part of this report.

As at the end of Quarter 2 the income to be received for the year is estimated to be below budget by £155k. However, this in part will be offset by a reduction in expenditure within services. It is recommended that the budget working group scrutinise the income budgets with managers as part of the budget setting process to ensure that income targets are realistic and achievable.

**Employee Costs**

The council is not carrying any long-term vacancies. There are however a few short-term vacancies that are currently being recruited to. Any financial impact of staff reviews will be reported in future quarterly reports and reflected in the financial projections.

Budget holders continue to monitor absence levels and the financial implications that long term absence has on budgets. Specific information in respect of staff absences will be reported to future meetings of the HR Committee.

**Sundry Debtors**

A profile of the councils aged debt is shown within Appendix C. A list of outstanding debtors is attached to the confidential report to be discussed at Item 16.

**Banking and Investments**

The balance held within the council’s bank accounts is shown within Appendix C.

The council held £2m in a deposit account as at the end of Quarter 2 and this was increased in October because of the second half of the precept being received. The Council continues to evaluate alternative investment accounts, but it is recommended that funds continue to be transferred between its current account and deposit account as this offers the greatest return and security for the council’s funds.

**Earmarked Reserves**

A summary of the earmarked reserves is contained within Appendix C. As of 30 September 2021, £415k has been transferred to operational budgets to fund expenditure in accordance with the purpose for which the funds were originally set aside.

£150k has been transferred from the General Reserve to the Prudent General Fund Reserve and a further £150k will be transferred as the second half of the precept has now been received.

£47k in CIL receipts have also been received in the first half of the year and this has been transferred to the CIL Reserve.

**Impact Assessment:**

**Equalities** – The budget is set with due regard to equalities policies and legislation.

**Environmental, ecological and climate change** – There are no direct implications from this report.

**Crime and Disorder** - None

**Financial** – The financial information is contained within this report.

**Resources** – Officer time will be needed to continually monitor the budget.

**Economic** - None

**Risk Management** – The risk of not setting a balanced budget would put the Council’s assets and services at risk.

**Corporate Priorities -** The Annual Governance Statement supports the following corporate priority.

* Manage the Council’s assets and resources responsibly and transparently.

**Recommendation**

That Councillors agree to recommend the Quarter 2 finance report for the period ending 30 September 2021 to Full Council.

## Reallocation of reserves to support special commemorative events and projects for 2022

### Purpose of Report:

To present proposals for the reallocation of reserves in order to support special commemorative events and projects to be undertaken in 2022.

### Background:

In 2022, there will be two significant anniversaries:

* the first being the Queen’s Platinum Jubilee to be celebrated across an extended Bank Holiday weekend;
* the tenth anniversary of the 2012 London Olympic and Paralympic Games.

In order to provide local celebration of these major events that have both a national profile and a local relevance, the Services Committee has supported proposals for the Council to work with partners to deliver the following three areas of activity:

1. Platinum Jubilee celebrations: comprising beacon lighting and a community grant fund;
2. 10th anniversary games celebration: comprising a Community Sports Festival on the beach and engaging clubs from across the town, and a sport development grant fund;
3. Art installation of the Nothe Gardens: to commemorate the 10th anniversary of the 2012 Games through the commissioning of a unique sculpture in the Nothe Gardens.

Some of the activities listed above could be accommodated within existing revenue budgets for 2022, if these remain broadly the same as in the current financial year. However, there will be a need for additional resources, and these could be derived from the VE/VJ commemoration reserves which were not spent in 2020 due to Covid restrictions. This VE/VJ reserve currently totals £29,422.

The budget for the events outlined in this report could, therefore be as follows:

|  |  |
| --- | --- |
| **Item** | **Budget** |
| **Expenditure** |  |
| Beacon event | £500 |
| Jubilee Community Grant Fund | £6,000 |
| Beach Sports Festival community sports club showcase | £5,000 |
| Community Sports Grants | £4,000 |
| Art Installation at Nothe Gardens | £5,000 |
| **Total** | **£20,500** |

The above costs would be met a reallocation of £20,500 of the VE/VJ reserve of £29,422. In addition, the Events budget normally has an allocation of £11,000 for the beach volleyball event and its associated infrastructure (based on 2021-22 revenue budget) but this costs if offset with up to £5,000 of commercial sponsorship.

It should be noted that the proposal presented to the Services Committee included a seafront firework display for the Queen’s Jubilee (which would have cost approximately £6,000) – however, the decision on whether to include this was deferred in order that members could consider both the environmental implications of the display (and any summer displays) and any alternatives for public events. So although the £6,000 is not included in the above budget, a similar level of funding may still be needed. In addition, given that the cost of the sculpture in Nothe Gardens may cost more that £5,000 (depending on scale and installation costs) and should members want any additional Jubilee-related activities.

It has been proposed by the Services Committee, therefore, that the entire VE/VJ reserves of £29,422 is reallocated so as to be available to meet the cost of the special events outlined in this report. As this will require a re-purposing of a specific reserve, the agreement of both the Finance & Governance Committee and Full Council is required.

### Impact Assessment:

**Equalities –** The events outlined in this report would aim to support as wide a range of community groups and sports clubs as possible including those providing for disability sports and physical activity.

**Environment, ecology, and climate change –** Any events would need to comply with the council’s Events & Festivals Policy’s ‘green guide’. People attending any events will be encouraged to use public transport wherever possible.

**Crime and Disorder –** The provision of positive activities can help to combat anti-social behaviour.

**Financial –** The above report sets out proposals for the use of revenue budgets and reserves.

**Resources –** The events and schemes outlined in this report would be undertaken using existing staff resources particularly the Events Team.

**Economic –** The community events outlined in this report can help to attract visitors to the town and contribute to the local economy.

**Risk Management –** All events and grant schemes would need to comply with health and safety requirements and the council financial regulations. Risk assessments will be in place for all events.

**Corporate Priorities:**

* Improve the wellbeing of the people of Weymouth.
* Manage the Council’s assets and resources responsibly and transparently.
* Manage the Council’s services effectively to meet the needs of the communities we serve.
* Promote opportunities for economic success of the area.
* Work with partners to deliver our core values and strategy.

### Recommendation:

That the committee recommends to Full Council the reallocation of the VE/VJ reserve of £29,422 in order to fund both special events and community grant schemes in 2022 to celebrate both the Queen’s Platinum Jubilee and the 10th Anniversary of the Olympic and Paralympic Games.

## Appointment of Internal Auditors for 2021/22

Purpose of Report

To consider the reappointment of the internal auditor for 2022/2023. It is common practise to retain IA services for several years to provide continuity.

### Background

Regulation 5(1) of The Accounts and Audit (England & Wales) Regulations 2015 requires local councils to “undertake an effective internal audit to evaluate the effectiveness of its risk management, control and governance processes, taking into account public sector internal auditing standards or guidance.”

This evaluation must be independent of the other financial controls and procedures of the council which are the subject of review. The internal auditor must be competent to carry out the role in a way that will meet the business needs of the council. This evaluation is an integral part of continually improving governance and accountability.

Weymouth Town Council’s internal controls are reviewed and tested to provide a level of assurance for the Council when asked to sign off statements 2 and 6 in the annual governance statement of the Annual Return. The internal auditor carries out planned work necessary to give these assurances and if they are satisfied with their findings, they will complete section 4 of the Annual Return.

The council’s current internal auditors are South West Audit Partnership.

Impact Assessment:

**Equalities** – None from this report.

**Environmental, ecology and climate change** - None from this report.

**Crime and Disorder** - None from this report

**Financial** – The cost of the internal audit service is estimated to be £2,200 and this cost is included in the Council’s base budget.

**Resources** – Officer time will be needed to liaise and meet with the internal auditors, this is a legal requirement and a part of officers current work

**Economic** - None

**Risk Management** – The risk of fraud not being detected decreases with a sound internal control environment. Internal Audit provides an effective safety check to the Council’s own risk management plan and practices, prior to external audit processes. Internal audit also covers an assessment of the Council’s wider procedures which further enhances risk management.

### Recommendation

Reappoint South West Audit Partnership as the Internal Auditor for Weymouth Town Council for the 2022/23 financial year.

## Wyke Community Building and Swannery Market Office Future Options

### Purpose of Report

To decide the future use of the Community Building in Wyke Regis and the Swannery Car Park Market Office.

### Background

The Asset Review Group has previously identified the Community Building in Wyke and the Swannery Car Park Market Office as high priority vacant assets. To gain feedback from local businesses and/or community groups that may be interested in operating from one or both premises, a pre-engagement survey was conducted for five weeks during the summer. This was an online survey and was promoted on the Town Council’s website and social media.

Five surveys were completed and returned, however one of these was invalid. Two of these were for the Swannery and two were for the building in Wyke. In summary, the proposals were:

Market Office

* A charity requiring storage for their equipment
* A charity requiring a base for their community credit scheme

Community Building in Wyke Regis

* A local business wanting to use the building for a snack-based café run by their service users who have a mixture of disabilities
* A local business wanting to offer a community Sports Hub

In addition to the above, two submissions for the Community Building in Wyke Regis were received after the survey closed. These submissions were from two local established businesses both expressed an interest in running a café from the building.

The charity who expressed an interest in the Market Office for storage only felt that this asset would be viable for them if they could also use the external storage compound at the rear of the building. Dorset Council are responsible for this external compound. Discussions were held with DC about use of this area, however, DC wish to retain it for their own use. Although the Market Office is listed as ‘vacant’, the Radipole Gardens parks team currently use it as a rest room as they have no on-site welfare facility. Due to the lack of interest in this asset it is felt that it would be more beneficial for the Council if it remained as a mess room for the Parks service.

As three of the four expressions of interest for the Community Building in Wyke were to run a café/take away offering’ it is proposed that the Council go out to the market and offer a three-year lease for the site. The operator would be responsible for any applicable business rates, service charges, internal fit out costs, and any costs associated with drawing up a lease. This option would generate a rental income as per Confidential Appendix D. This option would mean that a vacant, under-used asset would service and benefit the local community.

Ward Councillors are keen to see a public toilet reintroduced at this site. If the Council completed the initial works for the single cubicle that is already onsite from existing budgets, it could be included within the tenants lease that they are responsible to clean, service and operate. Ward Councillors are also keen that any operator should engage with the local community, especially young people. A quality question within the procurement process would be reflective of this.

### Impact Assessment

**Equalities** – If the tenant of the Wyke Community Building were to operate a toilet for the local community to use as part of a café/take away offering it would not be accessible.

**Environmental, ecology and climate change -** Any leases issues would include clauses which would ensure any businesses tenants should consider their environmental impact they e.g. no single use plastics.

**Crime and Disorder** - By bringing these properties into active use, the council will help to deter vandalism or misuse. Also, through including a question within the procurement process about engaging with the local community, especially young people it could help reduce ASB in the area.

**Financial -** With regard to the Wyke Community Building:

* Initial quotes to complete the toilet works at the Wyke Community Building are £3,000. This could come from existing public toilet budgets.
* WTC would receive a rental income which could be used to help other services
* WTC would no longer be responsible for standing electrical, water charges and rates

**Resources -** Seven hours of officer time to complete procurement exercise and oversee internal fit out.

**Economic -** There is potential to lease the Wyke Community Building to a commercial provider to generate income; local jobs could be created.

**Risk Management -** None identified

### Recommendations

That the Finance and Governance Committee:

1. agrees to keep the Market Office at the Swannery as a staff facility for the Radipole Parks Team, and
2. agrees to a procurement exercise being undertaken to secure a 3 year lease agreement for the Wyke Community Building.

## Beach Operations Building

**Purpose of Report**

To consider a pre-engagement survey exercise for the Beach Operations Building, Weymouth Beach.

**Background**

During November 2020, the Finance and Governance Committee agreed to adopt the Asset Management plan and to carry out a full review of the Town Councils assets.

The Committee nominated four members (Cllr Harris, Cllr Nickinson, Cllr Northam and Cllr Taylor) to work alongside the Assistant Town Clerk, Operations Manager and other officers as required to carry out the review. This includes support from the Corporate Support Officer.

The Member and Officer review group met during October to discuss the Beach Operations Building.

The existing building is located on the beach and is divided by blockwork walls into three rooms. The right-hand (northern) end is required by the WTC Beach team to use as storage space (2.74m x 4.88m) and also accommodates the Beach Surf Lifesaving Club. The middle and largest section which includes kitchen facilities is used by both the RNLI and the Beach Operations staff as a welfare facility (3.51m x 4.88m). The left-hand (southern) end is currently used for the council’s lost children service during the summer period (2.44m x 4.88m).

|  |  |  |
| --- | --- | --- |
| Left-hand | Middle | Right-hand |
| A picture containing floor, indoor, porch, furniture  Description automatically generated | A picture containing text, indoor, wall, floor  Description automatically generated | A picture containing indoor, cluttered, messy, equipment  Description automatically generated |
|  |  |  |

The Lost Children Service function will remain in place, but a review of the service indicates that it no longer needs dedicated accommodation an can be run from the Beach Office itself. Officers believe that there are potentially better uses of this space in the future.

If the Lost Children function is moved there could be potential to lease the left-hand (southern) end compartment of the building to a commercial provider or community group to generate income. There would however need to be a number of operating exclusions put in place to protect the current licensees already operating in this area of the beach.

The confidential completed asset review document details the property including financial information at Confidential Appendix E.

The building is structurally sound but the roof does have asbestos in it’s make up. The building is visually unattractive compared to the buildings around it. It is estimated that a refurbishment of the building included cladding and insulating the exterior in fibre cement board which would match the existing beach office building would be between £40,000 - £60,000. At this time the asset review group do not feel that the refurbishment is something that should be pursued.

Officers are progressing a pilot scheme to install 7 x coin operated lockers (£1 non-returnable) outside of one of the larger toilet cubicles of the beach office building. A bench will also be installed in the cubicle so it can be used for changing. This will provide sand-free changing near the showers and lockable storage compartments for a range of beach users. Officers believe this will provide a better solution than converting a section of the beach operations building into a specific changing facility.

It is the opinion of the review group that the Council should undertake pre-engagement survey for the use of the southern compartment of the beach operations building. The survey would be via survey monkey or similar - inviting Community groups and businesses to provide - for example:

* Name of person responding
* Contact Email
* Name of Organisation
* Type of Organisation
* Proposed use for the asset
* Type/ demographic of target market/ customer/ user that you expect to attract
* Expected days/ hours of use
* Proposed business / charging model
* Describe briefly why you believe that your proposal would be a benefit to the location and wider area

The feedback of local businesses and/ or community groups would provide an assessment of the level of interest, type of opportunity and potential value of the concession enabling the Council to shape the future direction taken with this asset and any subsequent procurement.

The Council would market the opportunities locally via the Town Council web site and social media channels, and through local business organisations. The survey results would be considered by the Asset Review Group with future recommendations being presented to this Committee.

**Confidentiality**

The completed Asset Review document (Confidential Appendix E) circulated to Members remains confidential - publicity/ disclosure of the financial information could compromise the commercial sensitivity of the information; significantly impacting on the Council’s ability to negotiate and act commercially in the future.

Should Members wish to discuss the confidential appendix in accordance with the Town Councils standing orders at paragraph 10.1.11, a motion may be moved at the meeting without written notice to the proper officer to exclude the press and public from a meeting in respect of confidential or other information which is prejudicial to the public interest.

**Impact Assessment**

**Equalities** – None identified at this time.

**Environmental, ecology and climate change** – The Council has declared a Climate Emergency. A Carbon report has been prepared alongside a mitigation report and action plan for the Council to achieve net zero carbon emissions by 2030. These documents detail the mitigation measures to be implemented for assets and services. Should the building assets be leased – the future tenant would be obliged to mitigate emissions and to work with the Council.

**Crime and Disorder** – None identified

**Financial** – Letting of the assets would create a new income receipt for the Council. There would be no obligation on the Council to proceed with a procurement.

**Resources** – Circa 10 hours of staff time.

**Economic** – None identified at this time.

**Strategic priorities** – Manage the Council’s Assets and Resources Responsibly and Transparently

**Recommendation**

That the Committee agrees to the execution of a pre-engagement survey as detailed in the report for the southern compartment of the beach operations building on Weymouth Beach.

## Information Items

### Actions from the last meeting

|  |  |  |  |
| --- | --- | --- | --- |
| Date | Who | Action | Status |
| 16/06/21 | IM | Meet with Cllr Northam to go through accounts for Neighbourhood Plan | Ongoing |
| 12/05/21 | MR /TH | Undertake investigations regarding bringing forward a proposal to the Town Centre Management Group regarding the funding of the Activate event in September 2021. | To be raised at the next Group meeting |
| 16/12/20 | TH | Explore Cllr Taylor’s query regarding the increase in fees for charity events. | Ongoing |
| 11/11/20 | JB/IM | Councillor briefing to be organised in the New Year to discuss the future of the town centre. | In progress |

### Finance and Governance Forward Plan

The forward plan is as below. Please note that this plan is subject to regular amendments and is only intended as a guide.

|  |  |  |  |
| --- | --- | --- | --- |
| Date | Meeting | Venue | Items for consideration |
| 17/11/21 | Full Council | Council Chamber | Appointment of Internal Auditors for 21/22  Q2 Budget monitoring  Recommended policy updates  Consultations Policy – tbc  Member attendance recording  Comments on Local Plan |
| 24/11/21 | HR | Council Chamber | Salary budget 21/22 (including parks strategy impact)  Union recognition agreement |
| 01/12/21 | Services | Council Chamber | Nursery Relocation Business Plan  Parks & Open Spaces Strategy  Footpath at Links Road Open Space  Tourist Information provision  Arts, Culture and Heritage Policy  Town Centre Regeneration Initiatives  Review of Allotment Notice to Quit Period  Provision of Public Litter Bins Policy  Lighting of Jubilee Clock for 2022  Annual Festival and Events Programme 2022  Free parking allocation in association with key 2022 events  PSPO review |
| 15/12/21 | F&G | Council Chamber | Draft Budget and Precept   1. Consultations Policy   Member Attendance Recording |
| 12/01/22 | Full Council | Council Chamber | Draft budget and precept  Committee dates to 2024  Election of Vice-President of the Holzwickede Society  Provision of Public Litter Bins Policy  PSPO review (tbc) |
| 19/01/22 | Services | Council Chamber | PSPO redraft? |
| 02/02/22 | F&G | Council Chamber | Recommended policy updates to Full Council |
| 16/02/22 | Full Council | Council Chamber | Risk Management and internal controls  Recommended policy updates |

### Recommendation:

That Members note the information items.

## Radipole Park & Gardens Café

### Purpose of Report

To consider the future delivery of the Radipole Park Café.

### Background

The Town Council has been awarded funding of just over a million pounds by the National Lottery Heritage Fund to make improvements to Radipole Park and Gardens. The project will restore Radipole Park and Gardens so that it forms the green ‘heart’ of Weymouth where people go to enjoy high quality facilities, play, sports, outdoor events, activities and to relax and meet other people in a safe, well managed and welcoming setting.

A new heritage café building and the way it will operate is to be an integral part of the project and the park. The Café will provide refreshments and an accessible space for members of the community to meet and socialise. It will also include interpretation about the history, nature and wildlife of the park.

The Café is to operate as a profitable concern, which will allow a valuable community facility to be established in the park without imposing a financial cost on the Council. This will also ensure that the investment from the National Lottery Heritage Fund and other match funding organisations will have a long-term sustainable future.

The Café build works will include all decoration, fittings, counters, heating, lighting etc but excludes branding / signage, catering equipment, white goods, tills, furniture and similar. The cost of the latter would have to be met by the Café operator.

The Town Council commenced an in-house catering service during February this year – initially with the Prom Café situated on the central Weymouth Promenade and more recently the Beach Café at Brunswick Terrace.

At the Finance and Governance Committee on the 22nd September the Committee was asked to consider two options for the Radipole Park café:

a) The approval of tendering the Radipole café opportunity.

Or

b) The approval of the production of a business case for the operation of the Radipole Café.

At that Committee, members voted unanimously in favour of the production of a business case.

Attached at Confidential Appendix F is the business plan for Radipole Park Gardens Heritage Café.

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

As detailed within the summary of the business case on this occasion it is felt that it would be more beneficial for the Council to tender the opportunity, issuing a 6 year lease than run the café in house.

Procurement Exercise

It is recommended that Officers undertake a formal procurement exercise (tendering) for a 6-year lease in accordance with the Town Councils adopted Financial Regulations.

This would be 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 term of the lease would enable allow the Council to consider 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.

The tenant will be responsible for the maintenance and repair of the whole building via a full repairing lease and will benefit from the income from the café. The lease would be excluded from the security of tenure / renewal provisions of the Landlord and Tenant Act 1954.

This would be an on-line e-tender using an e- portal or similar. The opportunity would be advertised locally, County wide and in accordance with the Councils Financial regulations/ procurement legislation, making best use of on-line social media marketing.

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

Confidentiality

The business plan circulated to members (confidential Appendix F) remains confidential - publicity/ disclosure would compromise the commercial sensitivity of the information; significantly impacting on the Councils ability to negotiate, act commercially and would prejudice future procurement.

Should Members wish to discuss the confidential appendix in accordance with the Town Councils standing orders at paragraph 10.1.11, a motion may be moved at the meeting without written notice to the proper officer to exclude the press and public from a meeting in respect of confidential or other information which is prejudicial to the public interest.

### Impact Assessment:

**Equalities –** There are no direct impacts from this report.

**Environment, ecology, and climate change –** The Council has declared a Climate Emergency. A Carbon report has been prepared alongside a mitigation report and action plan for the Council to achieve net zero carbon emissions by 2030. These documents detail the mitigation measures to be implemented for assets and Services. Should the café be leased – the future tenant would be obliged to mitigate emissions and to work with the Council.

**Crime and Disorder –** As part of the wider project the project team have liaised with Dorset Police to look at ways to mitigate onsite ASB.

**Financial –** Letting of the assets would create a new income receipt for the Council, this would help with the future management costs of Radipole Park Gardens. It will cost approximately £1,000 to host the procurement on an e-portal, and the costs of this can be met from existing budgets.

**Resources –** Circa 7 hours of staff time. External procurement resources would be brought in to assist with the running of the procurement at a cost of approximately £750.00; this resource cost would be met from existing budgets.

**Economic –** The café will create jobs for the local economy.

**Risk Management –** Through following a procurement exercise and leasing the café out this would limit the Council’s financial risk.

**Corporate Priorities:**

* Manage the Council’s assets and resources responsibly and transparently.
* Promote opportunities for economic success of the area.

### Recommendation:

That the Finance and Governance Committee consider the information detailed within this report and approve officers to carry out a procurement exercise for the Radipole Park Gardens Café as set out in this report.

## 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 Radipole Park and Gardens Café.

### Recommendation:

That Councillors agree to exclude the public and press.

## Confidential Item – Sundry Debtors

Members will receive an aged debt report (Confidential Appendix G) as part of the agenda dispatch.