

Chichester District Council

THE ANNUAL COUNCIL

16 May 2017

Urgent Concessionary Rent Relief Application

1. Contacts

Report Author

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2. Recommendation

- 2.1. **The Annual Council is asked to note the urgent decision made by the Cabinet Member for Community Services to maintain the Citizens Advice Bureau's concessionary rent level for 5-6 Theatre Lane Chichester for a four-month period from April 2017 to July 2017.**

3. Background

- 3.1. The Citizen's Advice Bureau (CAB) concessionary rent level has been renewed on an annual basis for the past three years. It was anticipated that a new lease would not be required this year due as the organisation is due to move into East Pallant House. The move has been delayed resulting in the CAB requiring a licence to remain at 5-6 Theatre Lane for a further four months until works at East Pallant House have been completed.
- 3.2. Chichester District Council's *Constitution* requires this level of concessionary rent relief to be agreed by the Cabinet Member for Community Services at the next available Grants and Concessions Panel meeting. As the next Grants and Concessions Panel takes place on 12 July 2017 it was agreed to consider the application under the urgency procedure detailed in para 36 of section 4.5 in Part 4 of Chichester District Council's *Constitution*.
- 3.3. On 27 March 2017 a memo detailing the request was sent by email to the Cabinet Member for Community Services and the Grants and Concessions Panel for comment. All replies (including the Cabinet Member for Community Services) were in favour of supporting the application.
- 3.4. As required by the urgency procedure the Chairman of the Council agreed to allow the urgent decision and also agreed that the decision itself was reasonable in all the circumstances.
- 3.5. The final decision was made on 30 March 2017.

4. Outcomes to be Achieved

- 4.1. Para 36 in section 4.5 of Part 4 of the *Constitution* requires the Council to note the reason for taking the item as urgent and the decision made.

5. Appendix

- 5.1. CAB concessionary rent – 5-6 Theatre Lane Chichester memo to Eileen Lintill and the Grants and Concessions Panel (Part II – exempt from publication)

6. Background Papers

- 6.1. None