

## RECORD OF DECISION MADE UNDER DELEGATED AUTHORITY

### PART 1 – PUBLIC DOCUMENT

Any interest to declare/ or conflict and any dispensation granted: none

**SERVICE DIRECTORATE:** Enterprise

#### 1. DECISION TAKEN

Grant of a further temporary licence arrangement of 6 months to Cash Access UK of two rooms within the Royston Town Hall annex to provide a temporary banking hub.

#### 2. DECISION TAKER

Philip Doggett, Principal Estates Surveyor

#### 3. DATE DECISION TAKEN:

4<sup>th</sup> February 2025

#### 4. REASON FOR DECISION

Lloyds Bank closed the last bank in Royston in December 2024. A decision was taken last year and prior to the closure of Lloyds Bank to allow Cash Access UK Ltd to use two rooms as a banking hub within the annexe, which is owned by North Herts Council, but managed by Royston Town Council. The two rooms have an external door which provide direct access for the public without access being required through the annexe. The annexe also houses the Citizens Advice Centre, Royston Bid, Royston Town Council, and the parking manager also has an office in the building. A licence arrangement was entered into with Cash Access UK to allow them to occupy the two rooms for 6 months from 20<sup>th</sup> August 2024 until 19<sup>th</sup> February 2025. They have not managed to finalise their arrangements for a permanent banking hub and have requested a 6-month extension on the same terms as previously agreed. To ensure that the public are not left without banking facilities we have agreed to a 6-month extension from 20<sup>th</sup> February 2025.

#### 5. ALTERNATIVE OPTIONS CONSIDERED

No alternative options were considered as Cash Access UK are already in occupation of the two rooms in the annexe.

#### 6. CONSULTATION (INCLUDING THE EFFECT ON STAKEHOLDERS, PARTNERS AND THE PUBLIC)

All the Ward Councillors in Royston have recently been contacted by email to advise of the extension and remain supportive of the proposal.

#### 7. FORWARD PLAN

7.1 This decision is not a key Executive decision and has not therefore been referred to in the Forward Plan.

#### 8. BACKGROUND/ RELEVANT CONSIDERATIONS

- 8.1 Cash Access UK is a not-for-profit company owned and funded by nine major high street banks. The banking hub offers a counter service operated by the Post Office and a community banking service where customers can talk to their own banking provider on a rotation basis. Cash Access UK are setting up banking hubs in numerous towns throughout the Country where banks have closed their branches. According to the Government website the 100<sup>th</sup> banking hub was opened prior to Christmas 2024.

With the closure of the Lloyds Bank in December this would have left the town with no banking facilities.

Cash Access UK searched within the town for a suitable location for a temporary banking hub and consulted Royston Town Council. The use of two rooms within the annexe was the best solution available.

In return for agreeing to the extension Cash Access UK Ltd have agreed to provide better signage to assist the public in finding the banking hub and to minimise disturbance to staff working for Royston Town Council.

## **9. LEGAL IMPLICATIONS**

- 9.1. This delegation is made under section 14.6.2(c) of the Scheme in the Constitution. The Scheme and the delegation operate under Section 9E of the Local Government Act 2000 and Section 101 of the Local Government Act 1972 and all other enabling powers applicable to the Council.
- 9.2. The Service Director for Enterprise has sub-delegated the following powers to the Principal Estates Surveyor: The Granting, negotiating and settling terms of leases, licences, easements, wayleaves, rent reviews, assignment of leases, the appointment of arbitrators / experts, consents, guarantees and all other minor land matters where the initial annual rent (after the expiry of any rent free period) does not exceed £25,000 or the calculation of the premium is based on an annual rent not exceeding £25,000
- 9.3. The licence will commit the Council to allow the use of the two rooms by Cash Access UK as a banking hub for a minimum period of 6 months from 20<sup>th</sup> February 2025.

## **10. FINANCIAL IMPLICATIONS**

Cash Access UK Limited will pay the Council a licence fee, which includes rates and all services.

## **11. RISK IMPLICATIONS**

- 11.1 Good risk management supports and enhances the decision-making process, increasing the likelihood of the Council meeting its objectives and enabling it to respond quickly and effectively to change. When taking decisions, risks and opportunities must be considered.
- 11.2. The licence arrangement is in an agreed form but is still to be signed. There is, therefore, a small risk it will not be completed.

## **12. EQUALITIES IMPLICATIONS**

- 12.1 There are no equalities implications.

## **13. SOCIAL VALUE IMPLICATIONS**

13.1 The Social Value Act and “go local” policy do not apply to this decision. However, providing a banking hub in the annexe will clearly be of great benefit to the public in Royston.

**14. ENVIRONMENTAL IMPLICATIONS**

14.1. There are no known Environmental impacts or requirements that apply to this report.

**15. HUMAN RESOURCE IMPLICATIONS**

15.1 No Human resource implications.

**16. BACKGROUND PAPERS**

16.1 No background papers.

**17. APPENDICES**

17.1 No appendices.


**NOTIFICATION DATE**

7<sup>th</sup> February 2025

**Signature of Executive Member Consulted .....Not applicable.**

**Date: 4<sup>th</sup> February 2025**

**Signature of Decision Taker**



**Please Note: that *unless urgency provisions apply* EXECUTIVE decisions cannot be implemented until 5 clear working days have elapsed after the decision has been taken to allow for scrutiny call-in.**

**Call-in does not apply to NON-EXECUTIVE DECISIONS**