

## **WEST DUNBARTONSHIRE COUNCIL**

### **Report by Executive Director of Corporate Services**

**Corporate & Efficient Governance Committee – 24 March 2009**

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#### **Subject : Overtoun House Christian Centre**

#### **1. Purpose**

- 1.1** The purpose of this report is to seek Committee approval to recognise the value of the ground maintenance work carried at the above location and to approve a proposal that this sum be applied to partially offset the annual property insurance charge levied on the property.

#### **2. Background**

- 2.1** Overtoun House is let by West Dunbartonshire Council to Overtoun House Christian Centre (OHCC) on a 35 year lease which terminates on 19 September 2036.
- 2.2** Under the terms of the original lease, the Council is responsible for insuring Overtoun House and the OHCC is responsible for the reimbursement of this cost which is currently £5,275 per annum.
- 2.3** The OHCC is having difficulty in meeting this commitment and has requested that consideration be given to the work carried out at the centre by the organisation itself which the Council would otherwise be responsible for.

#### **3. Main Issues**

- 3.1** It is proposed that the Council could enter into an agreement with the OHCC in respect of the grass cutting of various plots totalling 13,760 sqm. This would require at least 16 cuts per annum and, based on current contract rates, would equate to £3,190 p.a.
- 3.2** This work would be carried out to a specification prepared by the Council and would be monitored by the submission of job sheets supplied from the OHCC and regularly inspected by the Council's Grounds Maintenance staff.
- 3.3** This work currently falls within the terms of the existing lease. By entering this agreement it formalises exactly what is expected from OHCC.
- 3.4** It is further proposed that the OHCC invoice the Council for this work and only on receipt and authorisation of those invoices would they be offset against the annual insurance charge levied by the Council.

#### **4. Personnel Implications**

- 4.1** There are no personnel implications.

## **5. Financial Implications**

- 5.1** The additional cost to the council of £3,120 in respect of recognising the value of the ground maintenance work can be accommodated within existing departmental budgetary provision.

## **6. Risk Analysis**

- 6.1** No risk analysis was required.

## **7. Equalities**

- 7.1** No significant issues were identified in a screening for potential equality impact of this report.

## **8. Conclusion and Recommendations**

- 8.1** The Council recognises the grass cutting that is carried out by the OHCC and this proposed arrangement formalises the specification. The Committee agrees that the Head of Legal, Administrative and Regulatory Services, in consultation with the Executive Director of Housing, Environmental and Economic Development, be instructed to draw up a minute of agreement to ensure that this work is carried out to a specification agreed by the Council. The Committee also agrees that this arrangement is formalised with effect from 1 April 2010.

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**Joyce White**  
**Executive Director of Corporate Services**  
**Date: 10 March 2010**

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**Appendix:** None

**Background Papers:** Nil

**Wards Affected:** Ward 3