

OFFICER DECISION RECORD 1 FORM

This form should be used to record Officer Decisions in Excess of £100k (but below the key decision threshold), or where required by Financial, Contract or other Procedure Rules or following formal delegation from Cabinet or a Cabinet Member or a Council Committee.

Decision Reference No: AWC.039.2023 Cusworth Hall and Park - Walled Garden - restoration works

BOX 1

DIRECTORATE: Adults Wellbeing and Culture **DATE: 06/12/23**

Contact Name: Nick Stopforth **Tel. No.: 01302 862693**

Subject Matter: Cusworth Hall and Park Walled Garden funding for capital works

BOX 2**DECISION TAKEN**

To approve £28,800 funding for the Cusworth Hall Walled Garden programme of work as detailed in this decision.

To update the 23/24 capital programme to include Cusworth Hall Walled Garden £28,800.

BOX 3**REASON FOR THE DECISION**

The Cusworth Hall and Park Walled Garden programme of restoration forms part of a wider masterplan for Heritage Doncaster. Culture Services, based in Adults Wellbeing and Culture, have identified and prepared a scheme to restore the north and west walls, at an estimated cost of £28,800.

Cusworth Park's Walled Garden is described as a hidden gem; however, it is closed for general access to the public. Culture Services has developed the site in recent years, working with Cusworth Walled Garden Trust, to bring it back to its former glory, and with a focus on more modern elements such as promoting biodiversity, local produce, and horticultural skills. The Walled Garden had fallen into complete disrepair and disuse. Through the work of officers and in partnership with the local community, two of the three terraces have been re-planted and repurposed, and two walls restored.

Ultimately, the ambition of the service and community partnership is to open the Walled Garden as a feature of the Park which any member of the public can access and throughout the year. Further external funding will be required to achieve this.

An investment plan for 2024-25 will see remaining walls restored, and could also lead to creating a means for public access, and on site interpretation panels which bring the history of the garden to life.

It is proposed to fund the scheme utilising the following budgets:

- £13,000 Archives – Chequer Road (capital underspend)
- £13,028 Bentley Comm Library Imps (capital underspend)

- £1,020 Earmarked Reserve (Libraries & Culture ref. 2019-05)
- £1,752 (circa) revenue budget contribution

Total: £28,800 required.

BOX 4

ALTERNATIVE OPTIONS CONSIDERED AND REJECTED

No alternative options have been identified as a means to successfully fund this work.

BOX 5

LEGAL IMPLICATIONS

The report author should ensure that they comply with all relevant Council procedures including Financial Procedure Rules & Contract Procedure Rules

Name: Scott Fawcus **Date:** 11/12/23

Name of Assistant Director of Legal and Democratic Services (or representative)

BOX 6

FINANCIAL IMPLICATIONS:

The approved 2023/24 Capital Programme doesn't currently include this project. Following the approval of this ODR and the associated CAP1 form, the Capital Programme will be updated to include this project.

As this is a new addition to the Adults, Wellbeing & Culture Capital Programme, it will need to be approved by the Chief Financial Officer (CFO) as per Financial Procedure Rule B9.

The capital cost of this project is expected to be £28,800. This will be funded from the following sources:-

£13,000 transfer of corporate resources (GF Capital Receipts) from the Archives –

Chequer Road capital scheme (ref. Q2889)
£13,028 transfer of corporate resources (GF Capital Receipts) from the Bentley
Community Library Improvements scheme (ref. Q1350)
£1,020 from Earmarked Reserve (Libraries & Culture ref. 2019-05)
£1,752 (circa) revenue budget contribution (RCCO)

Financial Procedure Rule B12 states virement is not permitted from certain budget headings, including Capital Charges and Financing, unless approved by the CFO. Therefore, the transfer of £26,028 corporate resources (GF Capital Receipts) from the aforementioned existing capital schemes will need to be approved by the CFO.

There are no direct revenue implications arising from this decision. However, further development of the walled garden area at Cusworth Hall is planned, which should give the potential for additional income generation at the site that would support the Cusworth Hall revenue budget.

Name: Carl Evans

Date: 07/12/2023

Name of Chief Financial Officer and Assistant Director of Finance (or representative)

BOX 7

OTHER RELEVANT IMPLICATIONS

Name: _____

Date: _____

Name of Assistant Director (or representative)

ANY IMPLICATIONS SENT TO DEPARTMENTS SHOULD GENERALLY BE SUBMITTED AT LEAST 5 WORKING DAYS IN ADVANCE TO ENSURE THESE CAN BE GIVEN THE RELEVANT CONSIDERATION.

BOX 8

EQUALITY IMPLICATIONS: (To be completed by the author).

There are no equality implications specific to this ODR.

BOX 9

RISK IMPLICATIONS: (To be completed by the author)

No specific risks. The ODR is required to demonstrate good management of budgets, achieving a balanced budget for the programme of works, with accountability and transparency.

BOX 10

CONSULTATION

Consultative discussions have taken place between officers working in Culture Services, Corporate Finance. No other form of consultation is required.

**BOX 11
INFORMATION NOT FOR PUBLICATION**

In accordance with the Freedom of Information Act 2000, it is in the public's interests for this decision to be published in full, redacting only the signatures.

Name: Gillian Parker

Date: 07/12/2023

Name of FOI Lead Officer for service area where ODR originates

**BOX 12
BACKGROUND PAPERS**

Please confirm if any Background Papers are included with this ODR ~~YES~~/NO

(If YES please list and submit these with this form)

**BOX 13
AUTHORISATION**

Name: Phil Holmes Signature: _____

Date: 17/01/2024

Director of Adults Health and Wellb

Does this decision require authorisation by the Chief Financial Officer or other Officer

YES/NO

If yes please authorise below:

Name: Faye Tyas Signature: _____

Date: 18.01.24

Assistant Director of Finance & Technology

Consultation with Relevant Member(s)

Name: _____ **Signature:** _____ **Date:** _____

Designation _____

(e.g. Mayor, Cabinet Member or Committee Chair/Vice-Chair)

Declaration of Interest YES/NO

If YES please give details below:

PLEASE NOTE THIS FORM WILL BE PUBLISHED ON THE COUNCIL'S WEBSITE IN FULL UNLESS IT CONTAINS EXEMPT OR CONFIDENTIAL INFORMATION.

Once completed a PDF copy of this form and any relevant background papers should be forwarded to Governance Services at Ladem@doncaster.gov.uk who will arrange publication.

It is the responsibility of the decision taker to clearly identify any information that is confidential or exempt and should be redacted before publication.