



To:
**All members of the
Cabinet**

Please reply to:
Contact: Gillian Scott
Service: Committee Services
Direct line: 01784 446240
E-mail: g.scott@spelthorne.gov.uk
Date: 21 September 2020

Supplementary Agenda

Cabinet - Wednesday, 23 September 2020

Dear Councillor,

I enclose an updated report for the following item on the agenda for the Cabinet meeting to be held on Wednesday, 23 September 2020:

15. Urgent Actions report

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To note the urgent actions taken by the Chief Executive in consultation with the Leader, since the last meeting of the Cabinet on 15 July 2020.

Yours sincerely

Gillian Scott
Committee Services

To the members of the Cabinet

Councillors:

J.R. Boughtflower
J. McIlroy
M.M. Attewell

R.O. Barratt
S. Buttar
R. Chandler

A.J. Mitchell
R.J. Noble

Spelthorne Borough Council, Council Offices, Knowle Green

Staines-upon-Thames TW18 1XB

www.spelthorne.gov.uk customer.services@spelthorne.gov.uk telephone 01784 451499

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Urgent actions – updated report

Cabinet 23 September 2020

These are the urgent actions which have been taken since the last Cabinet meeting on 15 July 2020.

The following urgent actions were agreed by the Chief Executive in consultation with the Leader, on the following dates and for the reasons stated. These are not Key Decisions.

DATE	ACTION	REASON FOR URGENCY
13 July 2020	A new lease for a letting in Staines-upon-Thames.	To secure the transaction completion of the letting before the Cabinet or its Sub-Committee was next due to meet
29 July 2020	A new lease for a letting in the Elmsleigh Centre, Staines-upon-Thames.	To secure the transaction completion of the letting before the Cabinet or its Sub-Committee was next due to meet
29 July 2020	A new lease for a letting in the Elmsleigh Centre, Staines-upon-Thames.	To secure the transaction completion of the letting before the Cabinet or its Sub-Committee was next due to meet
14 September 2020	The assignment of a letting in the Elmsleigh Centre, Staines-upon-Thames.	To secure the transaction completion of the letting before the Cabinet or its Sub-Committee was next due to meet
14 September 2020	A new lease for a letting in the Elmsleigh Centre, Staines-upon-Thames.	To secure the transaction completion of the letting before the Cabinet or its Sub-Committee was next due to meet
17 September 2020	A new renewal of a lease in the Elmsleigh Centre, Staines-upon-Thames.	To secure the transaction completion of the letting before the Cabinet or its Sub-Committee was next due to meet
18 September 2020	The surrender of a lease and re-letting of part of a building in Sunbury-on-Thames.	To secure the transaction completion of the surrender and letting before the Cabinet or its Sub-Committee was next due to meet.

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