

## Urgent actions

### Cabinet 15 July 2020

These are the urgent actions which have been taken since the last Cabinet meeting on 26 February 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.

<b>DATE</b>	<b>ACTION</b>	<b>REASON FOR URGENCY</b>
<b>2 Mar 2020</b>	The renewal of a letting in the Elmsleigh Centre, Staines-upon-Thames	To secure the transaction completion of the letting required before the Cabinet or its Sub-Committee was next due to meet
<b>16 Mar 2020</b>	The renewal of the lease for the Riverside Arts Centre, Sunbury	To secure the transaction completion of the letting required before the Cabinet or its Sub-Committee was next due to meet
<b>16 Mar 2020</b>	A new letting on part 1st floor, Charter Building, Uxbridge	To secure the transaction completion of the letting required before the Cabinet or its Sub-Committee was next due to meet
<b>27 Mar 2020</b>	The renewal of a letting at the Summit centre, Sunbury	To secure the transaction completion of the letting required before the Cabinet or its Sub-Committee was next due to meet
<b>27 April 2020</b>	Approval of a tenancy agreement for emergency temporary accommodation	The corporate let tenancy agreement needed to be entered into before the Cabinet or its sub-committee was next due to meet to provide emergency temporary accommodation to assist with the homelessness crisis during the current pandemic.
<b>18 May 2020</b>	The renewal of a letting in the Elmsleigh Centre, Staines-upon-Thames.	To secure the transaction completion of the letting required before the Cabinet or its Sub-Committee was next due to meet
<b>May 2020</b>	Approval of a new telephony system for Customer Services	The contract needed to be signed before the Cabinet was next due to meet
<b>29 May 2020</b>	A letting in the Elmsleigh Centre, Staines-upon-Thames	To secure the transaction completion of the letting required before the Cabinet or its Sub-Committee was next due to meet

<b>30 May 2020</b>	A new letting in the Elmsleigh Centre, Staines-upon-Thames	To secure the transaction completion of the letting required before the Cabinet or its Sub-Committee was next due to meet
<b>2 June 2020</b>	A new letting in the Elmsleigh Centre, Staines-upon-Thames	To secure the transaction completion of the letting required before the Cabinet or its Sub-Committee was next due to meet
<b>2 June 2020</b>	A minor amendment to a letting, previously agreed on 11 February 2020, in respect of part 1st floor, Charter Building, Uxbridge	To secure the transaction completion of the lease required under the terms of the previous agreement, before the Cabinet or its Sub-Committee was next due to meet
<b>9 June 2020</b>	A new letting in the Elmsleigh Centre, Staines-upon-Thames	To secure the transaction completion of the lease required under the terms of the previous agreement, before the Cabinet or its Sub-Committee was next due to meet
<b>25 June 2020</b>	A letting in the Elmsleigh Centre, Staines-upon-Thames	In order to secure the deal and enable the tenant to reopen the premises in the shopping centre before the Cabinet or its Sub-Committee was next due to meet.
<b>25 June 2020</b>	An assistance package for a letting in the Elmsleigh Centre, Staines-upon-Thames	Agreement to the request without delay enables the tenant to survive the present difficulties and keep the premises occupied.
<b>25 June 2020</b>	An assistance package for a letting in the Elmsleigh Centre, Staines-upon-Thames	Agreement enables the tenant to address the outstanding arrears which the Council can collect without further delay, and will ensure the viability of the business.
<b>9 July 2020</b>	Letting of part 1st floor Charter Building, Uxbridge and part ground floor, Porter Building Slough	To secure the transaction completion of the letting required before the Cabinet or its Sub-Committee was next due to meet