

MINUTES OF A MEETING OF THE  
CHARLES BURRELL CENTRE COMMITTEE,  
HELD IN THE CHARLES BURRELL CENTRE ON  
MONDAY 28<sup>th</sup> APRIL 2014, STARTING AT 4.00 P.M.

Present

Councillors

T J Jermy (Chairman)

D M Crawford

Mrs S J Armes

Also present Councillor Mrs B J Canham

Officers in attendance:

Emma Patrick

Chris Crimmen

Alan Judd

Deputy Town Clerk

Committee Secretary

CBC Project Co-ordinator

Also present Andrew Davies of Metcalfe Copeman & Pettefar to speak on agenda number 980/13

Minutes

977/13

DECLARATIONS OF ANY DISCLOSABLE PECUNIARY INTERESTS

None.

978/13

APOLOGIES FOR ABSENCE

Apologies were received from Councillors D W R Sully and S N H Wright.

979/13

MINUTES

Resolved as a true record the minutes of the Committee meeting held on 10<sup>th</sup> March 2014, received by Full Council on 25<sup>th</sup> March 2014, be confirmed as a true record and signed/initialled by the Committee Chairman.

980/13

LEASE UPDATE

The Chairman welcomed Andrew Davies, the Town Council's solicitor, and closed the meeting to receive an update from him

Andrew Davies summarised the current position with the lease being offered by NCC. The Town Council are currently operating on a Tenancy At Will which allows the centre to open but gives no security until the main lease is signed.

He reported that most of the amendments he requested have been agreed to, but the main issues remaining to solve are the clauses Permission from the Landlord and Repairs. The Permission from the Landlord clause controls how the Council can sublet the premises. Normally subtenants requiring a fixed term lease must be investigated and agreed by the landlord causing a lot of paperwork and cost. Andrew Davies is negotiating for this clause to only apply to leases exceeding three years. Leases under three years will need only to be notified to NCC and recorded.

The clause that deals with repairs to the premises is particularly important. Presently, the lease is a fully repairing lease, which means that the Council would be responsible for all repairs deemed required by the landlord.

Councillor T Jermy advised that in addition to the Schedule of Condition supplied by NCC for part of the building, a photographic schedule of the whole building would also be produced. Andrew Davies was pleased to note this and suggested this could be used as a Schedule of Condition alongside the lease to evidence the condition the building was in when taken over. This would mean there is only an obligation to repair to the 'take-over' state.

Andrew Davies will take both of these changes back to the NCC solicitors with a view to agreement. Although he could not give a date when the lease would be ready to sign he was very hopeful this would happen shortly. As an interim measure, Andrew Davies advised that a Tenancy at Will would be appropriate to issue to those tenants looking to occupy prior to the full lease being signed. This would be a duplicate of what was issued by NCC, with the details changed to reflect Thetford Town Council and the tenant. The Deputy Town Clerk passed a draft around the meeting and it was agreed that this would be used for those wishing to occupy. Councillor T Jermy agreed to send the particulars of any tenants to the Deputy Town Clerk to enable the Tenancy at Wills to be raised, along with any invoices required. The Chairman thanked Andrew Davies for his report and reopened the meeting.

The Chairman reported that starting the 1<sup>st</sup> May 2014, there were five prospective permanent tenants ready to sign a tenancy with anticipated rent totalling £3,000 a month. He also advised the meeting that there was an extremely tight deadline for the signing of the lease due to NCC moving from a member to a committee structure. Councillor T Jermy proposed and Councillor D Crawford seconded that although there were changes that were needed on the lease, as this matter was extremely urgent, the Council should give Council staff the authority to try for the best possible lease. Should this not be achieved in the tight timescale, then they should sign the lease as it stands. There would be no repercussions for Council staff.

**RECOMMENDATION: Although changes are needed on the lease, as the matter of signing the lease is extremely urgent, the Council should give Council staff the authority to try for the best possible lease. Should this not be achieved in the tight timescale, then they should sign the lease as it stands. There would be no repercussions for Council staff.**

981/13

#### UTILITIES AND OTHER SUPPLIER DETAILS FOR AGREEMENT

The Chairman updated the committee on costs incurred for utility suppliers. BT were installing phones and broadband on a 2 year contract which will cost the Council £1,746 over the term of the contract. Public Liability Insurance had been added at a cost of £1,202.59 per annum. The Deputy Town Clerk advised that the Town Clerk was awaiting an update from BT, and as such there may be a small change to these costs. She further added that a Building Insurance covering the building had been received from NCC. This covered a reinstatement cost of £12,000,000 giving a premium of £6,299. This is currently being queried as it is understood the reinstatement cost includes the Free School Building and therefore should be adjusted to reflect this is not part of the site the lease would cover. She also briefed that as at 22<sup>nd</sup> April 2014 £10,700 had been spent from the budget, with a further £6,000 committed to staff costs, a spend of £1,031 on a computer and associated software and a Wi-Fi router totalling £106.68. In addition there is a mobile phone cost of £19 per month, however this is on a rolling 30 day contract and can be cancelled at any time. The Chairman reported that most of these costs were under the initial budget figures.

982/13

#### TO NOTE AND AGREE HIRE FEES FOR FIRST PHASE USERS

The Chairman introduced the Terms and Conditions for hourly bookings. This was based on the conditions used for hourly hire in the Guildhall Complex with the exception that the clause currently in use for minimum hire states 2 hours but this not be included in the Charles Burrell Terms and Conditions. Councillor D Crawford proposed and Councillor Mrs S Armes seconded that the Terms and Conditions for the Charles Burrell Centre are adopted as presented.

**RECOMMENDATION: The Terms and Conditions for the Charles Burrell Centre are adopted as presented.**

The Chairman reported the following tenants were ready to move in on the 1<sup>st</sup> May 2014:

- Thundercat Cheerleaders
- Red Hot Caterers
- Well Made Theatre
- Thetford Players
- Thetford Model Railway Club

Other tenants committed to the CBC:

- Thetford Toy Library (July/July 2014)
- Living For Life (October 2014)

Sessional hirers ready to move in:

- Zumba
- West Suffolk College
- NCC Adult Education

As the information for the amounts agreed with each of the users is commercially sensitive, a list is attached at Annex A to these minutes.

983/13

VISION FOR CHARLES BURRELL CENTRE

The Chairman stated that he would like to have a further meeting within the next 2 weeks for all the Committee members to contribute their Vision for the CBC and for a brainstorming session to take place. He would like all the Committee to attend together with the CBC Project Co-ordinator and Robert Ashton.

984/13

SESSIONAL CARETAKER/CLEANER RERUITMENT

The Chairman reported he would like to recommend the Personnel Committee start the process to recruit a pool of sessional caretakers/cleaners as soon as possible. Councillor T Jermy proposed and Councillor D Crawford seconded that the Personnel Committee start the process to recruit a pool of sessional caretakers/cleaners.

**RECOMMENDATION: The Personnel Committee start the process to recruit a pool of sessional caretakers/cleaners.**

In addition the Chairman stated he would like the Committee to consider a volunteer management plan which would cover Interview, Supervision and Training processes.

Prior to discussing agenda item 985/13 Councillor T Jermy proposed and Councillor Mrs S Armes seconded that this agenda should be taken below the line. This was agreed unanimously.

986/13

ITEMS OF URGENT BUSINESS

a) HEALTH & SAFETY ISSUES

Councillor Mrs B Canham stated that before 1<sup>st</sup> May 2014 when tenants occupy the premises the Council should:

- Have trained Fire Wardens with a daily plan in place and Fire Assembly Points decided
- Have First Aid personnel on duty
- Have a plan to run all taps and showers on a weekly basis
- Have a P.A.T test on all electrical items

The CBC Project Co-ordinator confirmed all the required actions were in hand.

b) LICENCING

The Deputy Town Clerk confirmed that she would query whether the existing PRS licence would cover the CBC, and if not what the cost would be to add. She added that a Premises Licence would need to be applied for, and this would replicate the one already in place at the Guildhall Complex.

987/13

PRESS RELEASES

None.

EXCLUSION OF PRESS AND PUBLIC

To consider resolving that, pursuant to the Public Bodies (Admission to Meetings) Act 1960, the press and public be excluded for any remaining items of business on the grounds that publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be discussed.

985/13

PROJECT CO-ORDINATOR POSITION

The Chairman reported that the CBC Project Co-ordinator had been working long hours and that the task requires additional support in terms of Caretaking, room preparation, etc. It was therefore decided that an additional position would be added to run alongside the CBC Project Co-ordinator. Both roles will be for 20 hours per week, with a delineation of responsibilities required.

**RECOMMENDATION: An additional position be added to run alongside the CBC Project Co-ordinator. Both roles will be for 20 hours per week, with a delineation of responsibilities required.**

Chairman:

<b>ACTION POINT</b>	<b>BY WHOM</b>	<b>BY WHEN</b>
The Committee to consider a Volunteer Management Plan to cover Interview, Supervision and Training Processes.	CBC Committee	31 <sup>st</sup> May 2014