

## Mawsley Parish Council

### Minutes of a Special Parish Council Meeting held on 16<sup>th</sup> January 2006

**Present:** Cllr R. Littler (Chairman); Cllr C. Winter (Deputy Chair); Cllr R. Holland; Cllr F. Quinn; Cllr G. Somerville; Cllr. R. Barnwell; Richard Meredith (Clerk).

**SPCM1.06.1 Apologies for Absence**

None received.

**SPCM1.06.2 Allotted time for members of the public.**

No requests received.

**SPCM1.06.3 Declaration of Interests**

Cllrs Littler and Winter declared their positions as Honorary Officers of the Mawsley Villagers Association (MVA).

**SPCM1.06.4 Minutes of Meeting**

Deferred to February Parish Council meeting.

**SPCM1.06.5 Accounts and Budgets**

A draft budget for the forthcoming financial year was presented and discussed. The basis of the Clerks salary was raised by Cllr Littler and the meeting was advised that this was based on rates given in guidance by the SLCC for part time clerks working between 24 and 30 hours per month. The meeting felt that the calculation made tended to the lower end of the band it was proposed by the Chairman and unanimously **agreed** that the Clerks salary should be increased to £3,240 for the next financial year. Cllr Barnwell raised the matter of Clerks expenses and advised the meeting that it was usually the case that a Clerk could claim for such items as use of computer and use of premises – items that the present Clerk did not currently claim. Cllr Barnwell suggested that the provision for Clerks expenses in the budget be increased to a figure of £250, to be claimed as incurred, the meeting unanimously **agreed** this proposal.

The meeting discussed the establishment of a “sinking fund” to cover the maintenance and operation of Parish Council assets, principally the Community Centre when transferred to its ownership, and potential contingencies that may arise during the year. The issue of operational subsidies for the Villagers Association when managing the Community Centre was raised, however, it was confirmed that it had previously been decided that such subsidies would more appropriately come from the Community Fund. The Chairman proposed that a total of £15,000 be set aside by the Parish Council to provide for maintenance and operation of Parish Council Assets, this was unanimously **agreed** by the meeting.

Having concluded discussion of expenditure for 2006/2007 the Chairman proposed that the overall proposed expenditure for the Parish Council be approved, this was **unanimously** agreed. A copy of the approved expenditure budget is included within Attachment 1 to these minutes.

A short discussion of projected income ensued which highlighted that the approved expenditure was in excess of the grant offered from the Borough Council, and it was the opinion of the meeting that such shortfall would need to be funded through the raising of a precept. The Chairman advised that currently the Borough Council were considering a change in funding arrangements to Parishes such that any grant made was to cover only operational costs. The Chairman therefore felt it appropriate for the Parish to apply the Borough Council grant to its running costs and thus ensure any funds raised through a precept were spent within, and for the benefit of, the Parish. It was proposed to the

meeting by the Chairman that the expenditure identified for 2006/2007 under the category of Parish Council Assets – Operation, Maintenance and Contingency be funded by a precept. This proposal was unanimously **agreed** by the meeting. In order to raise the sums required to meet the expected expenditure it was determined that a precept for an average (Band D) property in the Parish would need to be set at £24.71. The meeting unanimously **resolved** that, having duly considered and approved its budget for 2006/2007, and in order for that budget to be achieved, a precept of £24.71 for an average (Band D) property in the Parish be set. The Clerk was advised to instruct the relevant department of the Borough Council accordingly. **Action SPCM1.06.5.1**

The Chairman undertook to provide an item for the next Mawsley Newsletter to explain the deliberations of the Council to Parishioners. **Action SPCM1.06.5.2**

#### **SPCM1.06.6 The Centre at Mawsley**

The comments made by the Parish Councils solicitor to the draft Heads of Terms for a Lease for The Centre were discussed.

Term: It was **agreed** that the lease should be for ten years with a notice period of 6 months being required from the tenant in the event of a “break for convenience”

Rent: The meeting **confirmed** that it should be peppercorn for the first three years and that there must be provision for a review at three and six years. Rents would then be reviewed again at the start of a new lease. Concerns raised by the solicitor with regard to arbitration and how a rent could be set were understood, the Clerk was requested to revert to the solicitor on the matter as the Parish Council wished there to be a provision for mutual agreement of rent without reference to “market rates”. **Action SPCM1.06.6.1**

Insurance: Noted that this would be paid by the tenant. It was **agreed** that the Parish Council should prepare a list of contents, fixtures and fittings for insurance purposes at the earliest opportunity. **Action SPCM1.06.6.2**

Maintenance: The meeting **confirmed** its position that external building maintenance would be funded through the Parish Council and that grounds and interior maintenance would be funded by the tenant. It was felt essential therefore that a schedule of contents fixtures and fittings be agreed as quickly as possible.

Plant and Equipment: It was **agreed** that maintenance contracts must be taken out by the tenant and, where maintenance has been carried out in accordance with such contracts, replacement would be at the Parish Councils expense.

Conditions of Use: It was **confirmed** that the Parish Council wished to see such provisions in the lease and that these should be based upon the Usage Policy drafted by the Villagers Association – any others would arise from conditions placed on the operation by the developers, Borough or Licensing Authority. Clerk was actioned to obtain a copy of the Villagers Association Usage Policy and include suitable conditions in the next draft of the Heads of Terms. **Action SPCM1.06.6.3**

Freehold Conditions: The Clerk was actioned to progress this matter with the Legal Department of the Borough Council. **Action SPCM1.06.6.4**

General Lease Review: It was **agreed** that this provision should be deleted, with the exception of rent, the terms of the lease would only be reviewed at renewal.

Discussion took place with regard to access rights that would be required over the leased land, the Clerk was actioned to raise this issue with the Borough Council. **Action SPCM1.06.6.5**. A query was raised over whether there was information provided on the points at which services entered and exited the building, a review of the detailed documents provided by the developer for the building was requested. **Action SPCM1.06.6.6**

The Clerk was requested to prepare a further draft of the Heads of Terms for review by the Councillors prior to submission to the Villagers Association. **Action SPCM1.06.6.7**

**SPCM1.06.7 Any Other Business**

There were no items for discussion

**SPCM1.06.8 Date of next meeting**

Monday, 6<sup>th</sup> February 2006 commencing at 7.30pm

There being no further business to discuss the meeting closed at 09:40 pm.

**Signed:** .....

**Date:** .....