

Minutes of the Council Premises sub-Committee meeting of Hay Town Council held in the Registrar's Room on 18th November 2019

Present:

Cllr R Golesworthy (RWG) Cllr J Pearson (JP) Cllr F Howard (FH)
Cllr T Stedman (TS) Cllr A Powell (AP)

Apologies: Cllr S Morris (SM)

In attendance: N Burdekin (NB)

DP was invited to join the sub-Ctee for this meeting.

C170: Minutes of meeting dated 20th May 2019

The minutes of the meeting dated 20th May 2019 were agreed as a correct record.

C171: Matters Arising

(a) Public Conveniences

This was discussed at Full Council on 4th November 2019 where Cllrs unanimously voted to ask Powys CC to take the toilets on a Freehold basis.

(b) Meeting with Council Offices tenants

FH said that HTC has tried to set up a meeting between Cllr Phyl Davies (Powys CC) and tenants, but as yet there has been no response from Cllr Davies.

(c) Rates for Recreation Facilities

RWG asked if any progress on the issue of possible rate relief for the sports clubs has been made. GR is looking into this issue. NB to ask GR for an update.

C172: Council Offices

(a) Meeting with tenants / current situation with tenants

As discussed above under item C173 no meeting between Powys CC and tenants has yet been arranged because there has been no response from Powys CC. FH asked who the current tenants are. NB said: Andrea Price/Roy Minter on ground floor; Cambium Solutions on first floor (room next to Clerk/Mayor's office); and Fiona Beckett on second floor. Also, Wye Valley Mediation in the Annexe. NB added that Dial-a-Ride left as of the end of October 2019 in terms of their last payment (actually left the building on 18th October 2019) and Tanith Vaughan, who has made her last payment taking her up until 30th November 2019.

TS added that HWCGG has tools stored in Roy Minter's old room, ground floor.

FH asked if HTC left prior to the notice date of 4th May 2020, would HTC still be responsible for a duty of care to the remaining tenants? Cllrs were unsure of the answer. RWG asked NB to write to all remaining tenants with a Notice to Vacate by 4th May 2020.

RWG asked if the water was on a meter. NB to locate meter.

(b) Roof repairs – now paid as of 4th November 2019

As confirmed at Full Council on 4th November 2019, the outstanding invoice for £10,734.74 has now been paid to Powys CC for repairs to Council Offices roof after a period of some disputes. The full amount was paid in the end by agreement from HTC.

(c) Ceiling in HTC offices

RWG asked Cllrs if they still wanted to go ahead with the repairs to the ceiling in the Clerk's/Mayor's office. NB said that this was agreed by Full Council on 2nd September 2019 at £330. RWG raised the issue in light of the fact HTC has to vacate the building. All Cllrs agreed to carry out the repairs to ensure the office is handed back to Powys CC in a good condition. NB to contact Chris Preece and action.

(d) HTC Office – Moving out of Council Offices/Proposal to Consider

Before HTC can move into the Sports Pavilion, Hay Bowls Club needs to move out into their new Pavilion. This will be covered further under item C173 below.

A general discussion was held with the following key points raised, and steps needed.

Sports Pavilion space – JP thought it would be prudent to keep the Sports Pavilion space available for future use/booking etc. AP added that the Pavilion is a general place to meet that can be booked out to raise money.

Survey Recreation Facilities – AP said that a full survey, including measuring and photographs, needs to be undertaken at the Sports Pavilion and Saints Bar.

Improvements to Building – RWG said that HTC will need to spend money on various improvements. Whatever improvements HTC makes will also benefit Powys CC (although it is a 99-year lease).

Toilets, accessibility, heating – all these elements needs to be considered as part of the overall survey at the Recreation Facilities.

Cleaner/lock up/testing – FH said that HTC also needs to consider the costs of having a cleaner, someone to lock up the building after meetings, and to carry out statutory testing.

Telephone line/WiFi – TS said that these are already in place, they just need to be reconnected.

Council Offices –RWG said that the Council Offices also needs to be surveyed, room by room, to identify what HTC owns, what needs to be taken to Sports Pavilion as part of the move, what needs to be stored/archived etc. TS said this could be a role for the new Admin Assistant.

Notice to Vacate – RWG asked Cllrs if they thought HTC should formally write to Powys CC if we decide to move out before 4th May 2020. TS said that she thought it best not to do this in case Powys CC extends the Notice to Vacate period. All Cllrs agreed not to write to Powys CC, but to still serve the Notice to Vacate letters to the remaining tenants in Council Offices as agreed in item C172 (a) above.

Furniture in Council Offices – JP asked who owns the furniture. TS said that we can assume the furniture belongs to HTC. An audit of the furniture to be included as part of the room by room survey.

Powys CC- NB added that David Pritchard from Powys CC has requested information on current tenants including when their leases expire and any statutory notices/testing. So Powys CC is progressing the Notice to Vacate as well.

Grants – RWG asked if there were any grants available from Powys CC or elsewhere to help make a public building more accessible. NB to ask David Pritchard.

Possible partitioning – FH said that ideally there would be an office for the Town Clerk and space for Hay Dial-a-Ride. RWG showed Cllrs hard copies of a few examples of possible partitioning boards that could be used to partition off sections of the Sports Pavilion. Measuring the rooms will identify how much space will or will not be available to other groups to become tenant(s) at the Sports Pavilion/Saints Bar.

The following Key Steps were identified:

1. Meet at Recreation Facilities to carry out a survey. Survey to include: measuring rooms, assessing heating, accessibility, toilets provisions, possible storage areas including the garage (which is in very poor condition); taking photographs, checking fixtures and fittings (external) against the list provided by Powys CC/Zoe Tranter and internal fixtures and fittings for HTC's record. Meeting agreed for Friday 22nd November, 12.00 pm.

2. Survey Council Offices room by room. As part of this, agree what to take to Sports Pavilion, what to archive/what can be left in Council Offices to be disposed of. Take photographs of current condition and make a full inventory.

A discussion was held about the likely cost of the move. FH proposed a budget of up to £20,000 to accommodate the move, JP seconded. *Unanimously approved.*

Recommendation:

(i) HTC agrees a budget of up to £20,000 to be made available to make alterations at the Recreation Facilities as part of the proposed office move.

C173. Draft Heads of Terms for Hay Bowls Club

A meeting has been arranged with Hay Bowls Club on Friday 22nd November, 1.00 pm to discuss the draft Heads of Terms. Cllrs confirmed that they had read the document and went through it line by line.

AP said that Rob Williams had spoken to him and raised the issue of the £1,500.00 rent, as well as not being able to sub-let. Cllrs felt that on the sub-letting point, the Bowls Club may well think this means that they can't hire out their Pavilion to raise funds, which they will, in fact, be able to do. This to be addressed in the meeting on 22nd November.

In terms of the annual rent, Cllrs agreed that the rent should be set at £1,000.00 not £1,500.00. The **rationale** for this was:

- i. The Bowls Club will be paying for all their own utilities in their new Pavilion. This should see a significant reduction in water bills at the old Pavilion, and probably a small reduction in gas/electric.
- ii. TS also didn't think it as fair to disadvantage the other sports clubs who will remain paying into the Recreation Facilities. As we don't know yet what the bills will be when the Bowls Club moves out, TS suggested the Heads of Terms rent is set at £1,000.00 for 12-months and then reviewed so we have a clearer picture of costs.
- iii. The Bowls Club is leasing land from HTC for the new Pavilion and the Bowls Green.
- iv. The Bowls Club also uses the car park.

FH recommended setting the first year rent at £1,000.00. AP seconded. *Unanimously approved.*

It also agreed to alter the wording on the rent clause of the Heads of Terms: *To be reviewed annually.* This is partly to see what the bills are after the Bowls Club has moved out of the existing Pavilion and also to see if the rent can be reduced just as equally as increased. This may depend on if other tenants e.g. Dial-a-Ride move into the old Pavilion.

Other issues to consider are: bank charges and statutory testing. It was previously agreed that someone is appointed to carry out cleaning and statutory testing e.g. fire alarms and legionella testing at the Recreation Facilities. It might be that the Bowls Club would like to pay into this service for their new Pavilion.

TS also suggested asking the Bowls Club for a Project Plan for the construction of their new Pavilion including timescales etc.

C174: Any Other Business

FH asked which buildings HTC currently owns/has on lease/licence. These are:

Council Offices
Two sets of Public Conveniences
Recreation Facilities

RWG raised the question of whether Council Premises and Fishing and Estates could be merged into one Sub Committee. It was agreed to review this once the office move has been completed as this is a substantial task.+

C175: Date of next meeting – to be agreed.

Signed:

Date: