

MAGOR WITH UNDY TOWN COUNCIL MAGOR GYDA CHYNGOR TREF UNDY

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Ordinary Meeting

Minutes of the Extraordinary Meeting of Magor with Undy Town Council held remotely via Zoom Conference Calling. 10:00 Monday 25th March 2024

COUNCILLORS IN ATTENDANCE

Chair: Mayor - Cllr Carole Hopkins	Cllr Donna James	Cllr Mike James	Cllr Victoria Hammett-Johnson	Cllr Paul Cawley
Cllr Penny Kirkham	Cllr Neeta Baicher			

IN ATTENDANCE: William Lewis – Clerk to Council

MEMBERS OF PUBLIC: Nil

APOLOGIES:

Deputy Mayor Cllr Frances Taylor	Cllr Mario Bisi	Cllr Catherine Baker		
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211 Chair's Announcements

211.1 To receive any apologies for absence from Councillors.
Apologies received as detailed above.

212 Correspondence

212.1 To note that any correspondence relative to this Meeting Agenda has been received by Council Members.
Receipt of correspondence was acknowledged.

213 Council Office Relocation

213.1 That Council agree to a 10year lease between Luckylease Limited and Magor with Undy Town Council in respect of Unit 3 Salisbury House, Magor Square.

Members were informed that following negotiation between Legal services of the landlord and Town Council agreement had been reached for the inclusion of a 5 year break clause in the leasehold agreement.

Members debated the detail of the lease.

Cllr Baicher questioned the break clause and that 12 months notice should be served at anytime.

Members were informed that Councils Legal Advisor had indicated that the 'break clause' was a common feature in such leasehold agreements.

It was resolved:

Council agreed to enter into a 10year leasehold agreement with Luckylease Limited for the occupation of Unit 3 Salisbury House with the inclusion of a 'break clause' providing an option to break on the 5th anniversary of the said leasehold upon service of 12 months' notice to the landlord.

- 213.2** That Council agree to accept one of the tenders submitted for building works to prepare premises for office use and the appointment of contractor for that work to commence.

Members debated the information provided from contractors which had been provided to The Mayor and considered the schedules of works provided by each which highlighted differences in requirements and cost. There was further debate of works identified to meet Equality Act compliance with due regard to Toilet facilities were shared with neighbouring tenants.

It was resolved:

To accept the quotation of second provider. Additionally, the Clerk shall seek details and costs associated with requirements for re-configuration of power outlets to make suitable for office and IT equipment.

It was further resolved:

The Clerk shall also seek costs in respect of floor covering alternatives as suggested during the debate of this item.

- 214 Summer Planting**

- 214.1** To note that following advertisement for tender on Council FaceBook account, Council website and emails direct to contractors that Council have received only one quotation and to agree to accept.

It was resolved:

To award the tender as Council had strived to obtain three quotes as required by Financial Regulations, and to agree to suspend Financial Regulations 11.1.g (under Fin Regs 17.2), subject to the company providing a copy of their Public Liability Insurance(under PHA 1875 S. 164 & OSA 1906 SS. 9 & 10) to Magor with Undy Town Council.