



Minutes of the Finance & General Purposes Committee Meeting on Monday 24th September 2018

Present

Chairman: Cllr Hartnell
Councillors: Burrows, Ledger, Read, Rowland and Sanham
In attendance: Town Clerk
No public

77. Apologies for Absence

Apologies were received and accepted from Cllr Beer.
Cllr Squire was absent

78. Declaration of Interest

Councillors Burrows declared a Personal Interest as an East Devon District Council (EDDC) Councillor.

Councillors Hartnell declared a Personal Interest as an East Devon District Council (EDDC) Councillor.

79. Marshlands Office Space

Discussion took place around:

- The need to add a service charge to the rental fee
- To review the costs of utilities for 12 months and to pro rata across the building based on the floorspace
- The Town Clerk to check on the VAT implications for the room rentals, utility bills, etc
- The business rates to be a matter for the tenant to sort out with East Devon District Council and not included in the rental fee
- The offices will not be serviced i.e. cleaned but there will be cleaning of the communal areas included as part of the service charge
- The need to have an inventory of all furniture
- Whether internet access would be included or whether this is something for the tenant to arrange themselves

The Committee **RESOLVED** that:

- Rental charges for the offices on the first floor be set at the following fees plus an additional 10% be added to this as a service charge:
 - Room 1 - £2,250 per annum
 - Room 2 – £2,025 per annum
 - Room 3 - £2,465 per annum
 - Room 4 - £1,250 per annum
- The Town Clerk to check whether VAT is applicable to any part of the fee or service charge
- Business Rates are excluded from the rental fee

- The rooms will be marketed by the Council using existing Tenancy at Will paperwork
- The tenant will be responsible for arranging their own internet/Wi-Fi connection
- Furniture to be included

(moved Cllr Hartnell; seconded Cllr Ledger)

80. Confidential Items

The Chairman moved, and the Council agreed, that in accordance with the Council's Standing Order 1(c) press and public will be excluded from the meeting during the discussions of item 5 on this agenda as there is likely to be a disclosure of commercially sensitive information

81. To agree tenancy agreement for ground floor rooms

The Committee **RESOLVED** to agree the recommendations set out in the confidential report.

(moved Cllr Rowland; seconded Cllr Read)

The meeting ended at 19.00pm

Chairman: _____

Dated: _____