



**MINUTES OF AN EXTRAORDINARY MEETING OF MAWNAN PARISH COUNCIL HELD ON MONDAY 11<sup>TH</sup> MARCH 2024 AT 10AM IN THE MEMORIAL HALL.**

**Present:** Cllrs Potter (chair), Bate, Reid, Sadler & Whibley

**ALSO PRESENT:** clerk + V Tunwell & R Allday (Memorial Hall representatives) & 1 member of the public

**3957.24 TO DISCUSS THE POSITION ON THE SIGNING OF THE LEASE AND CONTRACT DOCUMENTS ASSOCIATED WITH THE NEW OFFICES PROJECT INCLUDING ANY FURTHER FORMAL AGREEMENTS NECESSARY TO CONTINUE THIS PROJECT**

Cllr Potter explained that the meeting had been called as the working group had become aware that, in order for the MMH to obtain their grant funding and to secure the services of a contractor, it was imperative that final agreements be voted on by the whole parish council prior to waiting for the next Full Council meeting on the 21<sup>st</sup>.

There had been some confusion about terms and agreements as part of the office lease when extra legal advice had been sought (on commercial rent, tenure length and 'lease vs licence') which had caused some consternation and potential delays to the project but these had now been addressed. There were still a few issues that needed to be ironed out but they could be confirmed in the lease at a later date.

It had been agreed by the Hall Working Group that to take the project forward the PC should act as account holder and pay all invoices as they came due, claiming back the VAT as necessary, with the hall making contributions towards their share of funding to the parish council as invoices were received. We would also be agreeing to be the employer for the project, with R Allday managing a basic JTC works contract.

Two letters of agreement were to be discussed – one from the PC to the Memorial Hall to agree to be account holders for the project and one from the Memorial Hall confirming their funding above the £35,000 agreed from the PC. It was also decided that the formal office lease should need to be signed at this juncture.

Cllr Reid added that the tendering process had thrown up 5 tenders, some of which were deemed to be extremely inflated or excessive and were knocked out of the running. Ultimately Helford River Construction had been awarded the contract (of £51,030) by the working group on a fixed price contract.

Cllr Whibley had a few remaining questions:

- What/ how would the rateable value be calculated? The clerk explained that she had spoken to the Valuation Officer and rateable value could not be calculated until there was a building to measure. A simple calculation of the difference between the existing rate for the hall and a new calculation would give the office/reception rateable value, which the PC would be liable for.

- Is the hall wi-fi suitable for the PC office? Would we need a landline? – the clerk said that this could not really be assessed until we move in and see how the wi-fi connection copes but it was extremely likely that we would need to look at moving the current contract to the MMH new offices.
- Insurances – the hall’s insurances would cover the fabric of the building (and be pro-rata’d into the rent payment) but the PC would still need to retain our current contents insurances (this already forms part of our existing operating insurance).
- Utilities – how would ‘proportional’ be calculated? As said about rates it would need to be assessed on the difference in existing and future use once the PC had moved in.

At this point the clerk explained what resolutions needed to be made at this meeting, with Cllr Sadler asking for a recorded vote.

It was proposed by Cllr Reid, seconded by Cllr Potter and  
**RESOLVED** that Mawnan Parish Council will be the named account holders for the Hall Office Project.

on a vote being taken the matter was approved  
(supported by Cllrs Bate, Potter, Reid, Sadler & Whibley)

It was proposed by Cllr Potter, seconded by Cllr Reid and  
**RESOLVED** that Mawnan Parish Council accept the Hall Working Group’s recommendation to appoint Helford River Contractors to the new offices project, with the parish council becoming employers under a JCT Minor Works contract (monitored by Mr R Allday).

on a vote being taken the matter was approved  
(supported by Cllrs Bate, Potter, Reid & Whibley; Cllr Sadler abstained)

It was proposed by Cllr Reid, seconded by Cllr Potter and  
**RESOLVED** that Manwan Parish Council agree to sign the lease between the Memorial Hall & Parish Council for the new offices

on a vote being taken the matter was approved  
(supported by Cllrs Bate, Potter, Reid & Whibley; Cllr Sadler abstained)

Cllrs Potter & Reid then signed that lease agreement on behalf of the parish council, which was handed to the members of the Hall Committee present, where it was signed by Mr P Moyle (as a Memorial Hall named Trustee) to be relayed to a second signatory & witnessed before being returned to the clerk for duplication and distribution.

The meeting ended at 10.35am

Signed: \_\_\_\_\_



(chair)

21<sup>st</sup> March 2024