

BARNT GREEN PARISH COUNCIL

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Summons and Notice of Meeting

Members are summoned to the **Extraordinary Parish Council** meeting to be held on **Tuesday 24 August 2021 at 7.00pm at Barnt Green Parish Council Office, 80 Hewell Road, Barnt Green, B45 8NF**

Parish Councillors are hereby summoned to attend.

The meeting is open to the press and members of the public who are welcome to attend all or part of the meeting. There will be no open session conducted during this meeting.

Meeting Agenda

21/038 Apologies

To receive apologies from absent members and record the reason for absence.

21/039 Declarations of Interest: Councillors are reminded that to ensure transparency and retain public confidence in the council's decisions they are required to -

- a) Keep their Register of Interests form up to date;
- b) Declare any Disclosable Pecuniary Interests (DPI) and any Other Disclosable Interests (ODI) in agenda items and the nature of those interests.

21/040 To consider any dispensations

Written requests for the council to grant a dispensation to a councillor (as per Localism Act 2011, s33) must be with the Executive Officer before the meeting starts

21/041 Office Premises – Please see separate report.

21/042 Date and Venue of Next Meeting

Next Parish Council Meeting, Monday 20 September 2021, 7pm, Barnt Green Cricket Club.

Council Members: R Cholmondeley (Chairman), C Hotham (vice-Chairman), J Jagger, J Nilsson, P Perry, O Polton, M Roberts and S Whitehand

A handwritten signature in black ink that reads 'Tracy Bodley'.

Tracy Bodley
Executive Officer
18/08/2021

Office Premises Report

It was reported at the July Parish Council Meeting that the current office rental agreement was up for renewal on a 5-year term with a 3-year break clause.

It was identified that the current office had limited access for those with disability needs with the landlord unprepared to make improvements.

In accordance to minute reference 21/034 c) a meeting was arranged between the letting agent, Chairman, Vice-Chairman and EO on 3 August.

The letting agent reported that the tenant of office at the rear of 80 Hewell Road was relinquishing their premises on 28 September which may be a solution to the access problems at the current address.

Following discussion the landlord confirmed their preference would be for BGPC to relocate to the rear office under the following terms:

Rent - £6,500 per annum

Tenant break at the end of the 3rd year

Lease term – 5 years

Approximate Square footage – 409sq.ft

Current Office Terms detailed below:

Rent - £5,500

Tenant break at the end of the 3rd year

Lease term – 5 years

Approximate Square footage – 324sq.ft

The current rental period has been paid up to 28 September 2021.

On 17 August, the Chairman and EO carried out a site visit to ascertain suitability of the rear office which is laid out in two spaces front and larger rear room having a main entrance and rear fire exit.

Main access by a side door is on one level and access to the rear space has a step which could be fitted with a removeable ramp.

It was suggested that the large space at the rear could be laid out as a permanent meeting room for council meetings with the potential to hire out to the community for small meetings/gatherings. The front space to be laid out as the main office with a small round table in the corner to accommodate small meetings.

There is a small kitchen with access from the front space and a toilet on the adjoining room space.

The council is asked to consider the following options:

1. BGPC Office to remain in its current location and approve renewal of the lease on terms as detailed above.
2. Approve relocating to the rear of 80 Hewell Road on lease terms as detailed above.
3. Give notice on the current premises and look for an alternative within the village.