



**BRIDLINGTON TOWN COUNCIL**  
**Minutes of the Contract Committee**  
**held on 11th August 2020 in the**  
**Bridlington Town Councils Offices, 62 Quay Road, Bridlington**

A hybrid meeting was held.

Councillors C Marsburg & Walker physically attended the meeting.

Councillors Finlay, T Milns & Norman attended remotely.

The Clerk collated all feedback and comments.

**01.20 To Elect a Chairman:**

**RESOLVED:** *Councillor C Marsburg is elected Chairman for the Council Year 2020-2021.*

**02.20 To Elect a Vice-Chairman:**

**RESOLVED:** *Councillor Norman is elected Vice-Chairman for the Council Year 2020-2021.*

**03.20 Apologies for absence:**

**RESOLVED:** *Apologies were received and accepted from Councillor Holmes.*

**04.20 Declarations of Interest:**

- a) To record declarations of interest by any member of the council in report of the agenda items listed below. Members declaring interests should identify the agenda item and type of interest being declared.

**RESOLVED:** *There were none.*

- b) To note dispensations given to any member of the council in respect of the agenda items listed below.

**RESOLVED:** *There were none.*

**05.20 Public Participation session to include items on the agenda (two minutes per person - maximum of fifteen minutes):**

**RESOLVED:** *There were none.*

**06.20 To consider the following for the Lease:**

- a) Guarantor for lease:

**RESOLVED:** *The Council resolved to investigate with the Tenant the Guarantor position.*

- b) Rent decisions:

**RESOLVED:** *The Council resolved to be very clear with the rent charges from the offset in that the lease states the precise rental charges per year, which will rise yearly incrementally in accordance with the agreement.*

*The rent charges are to be based on £12,000 and will increase yearly by the (Consumer Price Index) CPI at the anniversary date of the signing of the lease.*

*The Council also resolved that the Rent is to be paid monthly and at the first day of every month.*

## c) Meters:

**RESOLVED:** *The Council resolved to continue with the investigations with the separation of all meters for the property with both floors having separate meters for the supplies of gas and electric.*

*The Council resolved to investigate the separation of the water meter with 2 Marshall Avenue (Micro-Pub) as it is currently joined to that property. The Council resolved that water meters are also to be installed for the ground floor and first floor to accurately assess the water usage.*

*The Council resolved to seek clarification on the positioning of the stop cock for the water supply to 2 and 2A Marshall Avenue, Bridlington.*

## d) Lift &amp; Maintenance:

**RESOLVED:** *The Council resolved as landlord to ensure that the maintenance and servicing of the lift is undertaken as legally required. The Council resolved to ascertain the costs of the maintenance and servicing of the lift in accordance with the purchase and relative guarantees.*

## e) Assignment and Underletting

**RESOLVED:** *The Council resolved that the Tenant will not be permitted to assign or underlet the upstairs of the building and to remove the break clause for the first 5 years given that it is subsidised and unique with it being the first lease.*

## f) Allocation of Responsibility:

**RESOLVED:** *The tenants are to cover costs of any damage in their areas and hallways/stairwell in accordance with a regular FRI Lease. The front entrance doors are omitted from this given that there will be shutters fitted to both entrances at the front of the building.*

## g) Security of tenure:

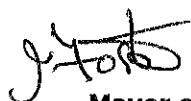
**RESOLVED:** *The Council resolved that should the Tenant remain in possession of the Premises with the consent of the Landlord after the natural expiration of this Lease, a new tenancy from month to month will be created between the Landlord and the Tenant which will be terminable upon either party giving one month's notice to the other party.*

**07.20 To consider the Internal Decoration & Scheme:**

**RESOLVED:** *The Council resolved the decoration should be as follows with the working group checking that all proposed samples of decoration are approved with the Project Manager:*

- Walls - Light Grey
- Woodwork - White
- Ceilings - White
- Doors - Light Oak with brushed steel furniture (handles, hinges & latch)
- Flooring - Ground floor entrance and Tenant entrance (near lift & stairs) kitchen and toilets – non slip safety flooring
- BTC offices and main hall – carpet – darker grey.

Signed:



Mayor of Bridlington

Date:

19/08/20