

Policy and Resources Committee meeting 5.2.20

Report No.6

Renting Office of Old School Room to HEALS of Malmesbury

1. On the 4.12.19 the Committee principally agreed to rent the office in the Old School Room to HEALS of Malmesbury, and Town Clerk was asked to look into the matter further and report back.
2. On the 9.1.20 the Town Clerk met with representatives from HEALS of Malmesbury to discuss their needs.
3. The Committee is asked to note the following points outlined in this report, and where relevant consider and agree the matter stated.
4. Utilities
 - Heating to be supplied by HEALS using portable oil heater.
 - Electrical testing / sockets to be included in next 5 year testing – pending fuse box works.
 - Phone Line – there is a telephone socket in the room but it is not known if it works. HEALS to provide own line if needed.
5. Access and security
 - MTC staff to manage overall security.
 - HEALS to hold office key, and have code for Market Lane door.
 - Market Lane door to be used as normal entrance for users of HEALS services.
 - HEALS to have access 9-5pm Monday to Friday. Weekend access will be by way of local liaison – subject to Caretaker being on site for other bookings.
 - HEALS will need to assume responsibility for managing Market Lane door security and access when they use it; including monitoring of clients. The integrity of other areas of the Town Hall could be compromised if the Old School Room door to the Gallery is not managed and monitored.
6. Toilets and Kitchen
 - HEALS staff will need access for use of kitchen and Toilet in Old school Room.
 - This may be shared at times with other user groups hiring the Old School Room.
7. Safeguarding Health and safety / Fire
 - HEALS will need to comply and support MTC's Safeguarding Policy (under review), Health and Safety Policy and Emergency Evacuation procedure; and monitor client access / departure via Market Lane entrance.
 - Insurance
HEALS will need own Public, Employer, and Contents insurance.
8. Finance
 - Suggested Rent £1000 per annum, inclusive of electricity.
 - Legal fees to be paid for tenancy agreement by Malmesbury Town Council or tenant?
9. Considerations
 - HEALS have current notice period of x 2-3 months.
 - The Wifi access in the office space needs to be tested to see if it works as part of Town Hall set up, or HEALS are asked to provide their own.
 - Electrical works to fuse boxes in room scheduled for 31.7.20-3.8.20

10. Timeline

January 2020

Town Hall storage facility finished – to move marquee etc.

February

Report to P&R 4.2.20 for Council consideration and approval.

Tidy /clear room

Deep Clean, including carpet

Check and clean windows- if possible remove 'film' on bottom window

March 1st

Target date for tenancy.

11. The Council are asked consider the matters raised and instruct the Town Clerk accordingly. Specially to agree if the Council wishes to proceed in renting the office, and the level of rent, and terms of the tenancy.

Richard Spencer- Williams – Town Clerk 28.1.20