

Malmesbury Town Council
Town Hall and Facilities Committee meeting 3.3.20
Report No.3

Lodge Tenancy

1. The tenant at the Lodge gave notice and moved out on the 30.1.20, at which point the property was inspected and secured by the Town Clerk. The property is clean and in general good order, but is
2. The Town clerk met on site with Maison let to assess the property on the 14.2.20. A number of advisory points arose from the meeting as follows;

A. Works

- Walls and ceiling needs re-decorating.
- Flooring replaced.
- Cooker installed (preferable to a tenant installing for safety reasons)
- Fencing to the front needs replacing, and the shed removing.
- Upgrade of kitchen units – suggested but not as necessary.
- Smoke detectors need installing in every floor, and a carbon monoxide detector needs installing where there is an open fire.
- Safety checks on the gas and electrical installations are required.
- An energy check needs carrying out.
- Remedial works to the roof may be required where there is signs of damp on an internal first floor room.
- A gate needs installing to demark the side / rear of the property from public access to the cemetery.
- Allocated parking needs clarifying in terms of legal rights and what we offer as part of the tenancy. There is potential parking for up to two cars in the cemetery entranceway, and for another in front of the lodge assuming the adjacent hard standing area id the Councils land.

B. Rent

The suggested market rent that could be charged subject to the remedial works is £950-£975.

3. The Council needs to consider how it manages the tenancy deposit and this should be done in line with the Tenancy Deposit Custodial Scheme (TDS). By law, a landlord or agent who receives a deposit for an assured shorthold tenancy that started in England or Wales on or after 6th April 2007 must protect the deposit with a tenancy deposit scheme.ⁱ
4. The committee may want to consider employing the services of an agent to manage the letting process, with an indicative cost of the equivalent of the first month's rent.
5. Furth more the Committee may want to consider employing the services of an agent to either manage the tenancy thereafter, with an indicative cost of 10% of the monthly rent plus 50% of the first month's rent.

6. There is currently an allocated EMR (code 360) of £5850 for the Cemetery Lodge. Quotes have yet to be obtained for the remedial works and it may be additional funds are required from the general reserve.
7. The Committee is asked to consider how it wants to proceed.

Richard Spencer- Williams – Town Clerk 26.2.20

ⁱ <https://custodial.tenancydepositscheme.com/public/support/1scheme-leaflet.pdf>