**Meeting with Roger Taylor from Wellers Law Group**

Tuesday 10th August 2021 10.30am

Present:- Cllr McKendrick, Cllr Antill-Holmes, K Grove (Clerk)

Meeting notes:-

If you lease the property exclusively, the business can exclude anyone else from it, unless it is included in the lease

1. Allow Council meetings once a month
2. Council rent a room for clerk/council business
3. Building Alterations – permission would need to be sort from PC & CISWO
4. Alarms/ contracts to be transferred across
5. Can exclude water tank replacement costs from being transferred to PC
6. Can check the building regularly

* Ground rent to CISWO should be paid by PC but the costing could be included to the costs.
* Council would need to retain property insurance and insurance for public liability.
* Alternate – operation agreement not a lease which grants the company permission to operate (Service Level Agreement). – not recommended here
* If PC want the person/company to pay for operating costs & invest they would need a long-term lease.
* Council is best to consider a lease -Recommend a lease of 25years.
* If the company folds/ wants to walk away - unless a break clause is added the PC do not have to take the building back on, but if the company is neglecting the building the council will need to take it back.
* A costed business plan is essential from the company.
* How much money do they expect from council? As council will need to pay rental and contribute towards building.
* Tupe discussed – formally to transfer employee. They would take over and she would have continuous employment from the date she first stared with council in her present position.

**LEGAL COSTS**

* Approx £1200 to produce and agree documentation.
* Spend time now to do it properly do not put half measures in place.