

MEETING OF THE STAFF, POLICY & FINANCE COMMITTEE
held at Blaby Civic Centre, 22-24 Leicester Road, Blaby
at 7.00pm on Tuesday, 28th March 2017

PRESENT: Mr G Willcox (Chairman),
Mrs M Broomhead, Mr G Harding, Mr M Sheikh, Mr D Statham & Mrs V Jepson (Manager) &
Mrs S Talbot (Admin).

S/P.107 **1. APOLOGIES FOR ABSENCE – None.**

S/P.108 **2. TO RECEIVE MEMBERS DISCLOSURES OF INTEREST & REQUESTS FOR DISPENSATIONS IN ACCORDANCE WITH THE CODE OF CONDUCT – None.**

S/P.109 **3. TO CONSIDER NON-DOMESTIC RATES & VALUATION OFFICERS REPORT**

This meeting has been called in view of new information received since the last Staff, Policy & Finance committee meeting.

A lengthy discussion was held with regards to the introduction of business rates for individual tenants leasing rooms at the Civic Centre.

Tenancy Agreements

Current tenants are charged a fixed rent in accordance with their lease agreement. The Council is unable to increase the rent if the variable costs increase, conversely, reduce the rent if their cost is reduced.

Existing Tenants

RESOLVED: The following lease fees apply for existing tenants as per their tenancy agreement, the fees include room rent, business rates, gas, electric and water:-

- Tawny & Grey Rooms - £350 + VAT / £450 + VAT per month
- Snowy & Hawk - £500 + VAT / £600 + VAT per month
- Oakfield Room - £1,000 + VAT per month

RESOLVED: The tenant of the Oakfield Room will benefit from small business exemption on business rates, therefore no business rates are due on the Oakfield Room and the tenant is not due a reduced rent or any refund from Blaby Parish Council.

RESOLVED: The tenant of Hawk Room is not eligible to receive business rate relief. Blaby Parish Council is to pay the business rates for Hawk Room to the local billing authority as they are the landlord who is responsible for paying business rates as per the tenancy agreement.

RESOLVED: Blaby Parish Council is to pay £386.54 for business rates for the current tenant of Hawk Room for the period between 1st September 2016 – 31st March 2017.

RESOLVED: Blaby Parish Council is to pay business rates for the current tenant of Hawk Room for the period between 1st April 2017 – 31st March 2018.

New Tenants

RESOLVED: The following lease fees apply to all new tenants, the fees include room rent, gas, electric and water. Business rates are to be billed separately to the tenant from the local billing authority:-

- Tawny & Grey Rooms - £300 + VAT / £400 + VAT per month
- Snowy & Hawk - £450 + VAT / £550 + VAT per month

Lease of the Snowy Room

De Carle Physiotherapist has enquired if she could take a lease out on the Snowy Room, in this room it would be utilised as part moment studio for pilates, yoga and booty barre, with quiet and relaxing music and part office.

RESOLVED: The Snowy Room is to be offered to De Carle Physiotherapist on an hourly basis for a short period of time so the noise level may be monitored as to the effect it will have on the neighboring tenants.

S/P.110 4. TO CONSIDER BLABY CIVIC ROOM HIRE/LEASE FEES

a) To Consider Room Hire Fees

Members considered the hourly room hire fees for the following meeting rooms:-

Ground Floor

Northfield Room - Up to 8 people = £8 + VAT per hour

First Floor

Grey Room – Up to 8 people = £8 + VAT per hour

Tawny Room – Up to 8 people = £8 + VAT per hour

Snowy Room – Up to 12 people = £12 + VAT per hour

Acorn Room – Up to 50 people = £15 + VAT per hour

RESOLVED: No changes are to be made to the above hourly room hire fees.

b) To Consider the Room Hire Booking Form

Members considered the current room hire booking form.

RESOLVED: No amendments are required to the room hire booking form.

c) To Consider Room Lease Agreements & Fees

This item has been covered and agreed under agenda item number 3 above.

S/P.111 5. CORRESPONDENCE RECEIVED AFTER ISSUE OF AGENDA: FOR INFORMATION ONLY – None.

S/P.112 6. CHAIRMAN'S TIME

Thank you for attending.

MEETING CLOSED: 7.00PM