

WEST SWINDON PARISH COUNCIL
Minutes of the online virtual extraordinary meeting of
WEST SWINDON PARISH COUNCIL
held on **Monday 9th November 2020** at **7.15 pm**

Present:

Cllr Mike Burtenshaw
Cllr Steph Exell
Cllr Nigel Gibbons (Chair)
Cllr Geoff Gould
Cllr Prakash Khaitan
Cllr Tim Makofu
Cllr Nick Martin (Vice Chair)
Cllr Mary Martin
Cllr Trish Philpot
Cllr Tim Swinyard
Cllr Caryl Sydney Smith
Cllr Keith Williams

Officers:

Paula Harrison (Parish Manager) Leanne Curtis (Assistant Clerk)

Public: One

Public Question time:

None

563. Apologies

Apologies for Absence received from Cllr Suresh Gattapur due to work commitments..
Apologies were approved.

564. Declarations of Interest & Applications for Dispensation

None.

565. Update from Services Working Party

The Chair advised that following the last meeting of Council, the Services Working Party had continued to pursue depot premises at Westmead Industrial Estate. A review of cost of travel time and additional fuel had been undertaken, a copy of which appears as **Appendix A** in the Minute Book. The Council's agent had approached the landlord and indications were positive although other parties have also expressed interest. The Working Party had originally proposed a 5 year lease with a two year break, two months rent free. On reflection, the Working Party proposes that a 3 year lease as a minimum would give the Parish Council greater security and would make any adjustments in the way of fixtures and fittings, more cost effective. The Parish Council would also be seeking for the completion of the office and kitchen premises with appropriate flooring and that the boilers be commissioned. Rental proposed is £6.50 a square foot. A copy of the particulars appears as **Appendix B** in the Minute Book.

This depot does have large meeting room options however location and accessibility may be an issue. The Parish Manager confirmed that a risk assessment would be completed in order to ensure that staff are able to feel secure in the new premises. Councillors agreed that the option to continue with remote access to meetings alongside ongoing use of the library could be a solution.

RESOLVED that the Services Working Party continue to liaise to secure premises at Westmead Industrial Estate as proposed and that the services of a solicitor be undertaken to represent the Parish Council's interests.

Meeting closed 7.36 pm

Signed:

Date:

Chair, West Swindon Parish Council

DRAFT