

**Llanelly Community Council**  
**Minutes of the Special Meeting held on**  
**Friday 27<sup>th</sup> June 2014 at the Council Chamber, Gilwern at**  
**6.30pm**

**Present**

Cllr Kay Blackwell  
Cllr Malcolm Cook  
Cllr's Elliott  
Cllr Giles Howard  
Cllr Simon Howarth

Cllr Brian Kemp (Chairman)  
Cllr Phillip Salter  
Cllr David McCloy  
Cllr Trevor Williams

Cllr Kemp opened the meeting and thanked everyone for attending.

**In attendance**

Adrian Edwards, Clerk to the Council.

**Agenda Item 1:-Apologies received from.**

Cllr's Downes, and Carrington due to prior commitments

**Agenda Item 2:-Declaration of interest.**

Cllr Howarth and Howard declared an interest in this item as members of Monmouthshire County Council. No further declarations were offered

**Agenda Item 2:-To consider the notice of motion to Council by Cllr's Kemp and Howarth**

*"So that the Community Council can move their operation centre to the Gilwern Community Education Centre prior to the full transfer document being approved by our solicitor it is necessary for both parties to agree to a "TENANCY at WILL" agreement. This will give us legal right to carry on our business at the Centre until the full transfer is legally binding.*

*The proposal is that the Council agree to the terms of the said document.*

*Notes:*

- 1. "The Tenancy at Will" has been prepared by MCC's legal department.*
- 2. The full transfer document has been prepared by MCC and the LCC working group are in agreement but await comment from the Solicitor acting for us.*
- 3. MCC cabinet have approved the transfer of ownership.*
- 4. Attached copy of the Tenancy at Will document"*

Cllr Kemp read out the motion proposed by himself and Cllr Howarth. Cllr Kemp also gave members a verbal report on the meeting with officers from MCC on the 27<sup>th</sup> June regarding the Tenancy at Will MCC prepared for consideration. The Clerk distributed copies of the first draft and the second draft he received on the day of the meeting (27<sup>th</sup> June).

Cllr Kemp explained that some amendments have been made and the correct address is now included. Cllr Kemp would like to think that the Council will move out of the Old School buildings and the CEC becomes the Community Councils administration centre. Cllr Cook asked about remarks in the previous Council meeting relating to the asbestos and the Council were going to ask Ms Kellie Beirne for assurances about the asbestos in the reports. Cllr Howarth informed the meeting that Ms Kellie Beirne explained that an officer from MCC "Ms Debra Hill-

Howells" attended a meeting and explained the issue relating to this and the officers in the meeting of the 20<sup>th</sup> June explained that an asbestos register is maintained in the building. Cllr Blackwell asked if the Council had seen the register. Cllr Howarth explained that he visited the building this week but was unable to gain access into the office area. He explained that it is his believe that the asbestos material is located under carpets within the building.

Cllr Kemp explained that he has seen a report but he was unable to recall where. Cllr Williams informed the meeting that officers reported that the building was rewired 5 years ago.

Cllr Blackwell asked a number of points in relation to the move and will the cleaner be able to clean the building once the Council moves. The Chairman informed the meeting that he has the codes for all the external doors. The Clerk explained that all the Council employees are insured to enter the building, but some service level agreements need to be resolved. The Clerk explained that MCC officers will provide him with the relevant covers.

There was some debate over the Clerk's office and moving the documents from one building to the other. The Clerk explained that he would move all the documents from his office to the new location. Cllr Howarth explained that he believes the move can be done in a day.

Cllr Howard asked about the current users and do this Council have a list of users. Have the current users been told that Llanelly Community Council will be taking over the building. There was some debate that a number of members should be involved in the booking process. The Clerk explained that only one person should be involved in the bookings so double booking can be minimised. It was agreed that the Chairman will be the contact.

**Proposed:** by Cllr Blackwell seconded by Cllr McCloy that the motion is accepted and the Council sign the Tenancy at Will.

**All members agreed:**

It was agreed that a legal representative is contacted to provide legal advice on the proposed Tenancy at Will and any Transfer of conveyance. The Clerk explained that he has contacted a number of legal companies and the estimated costs are between £400 and a £1k. Cllr Howarth proposed a local solicitor Mr David Jones.

Cllr Howard believes we should retain both properties until the start of August and not rush. This is why the Tenancy at Will, will provide the Council time to settle in to the CEC. Some members were not in agreement with this suggestion. After some debate it was:

**Resolved:** that the Council should aim to be relocated by the 31<sup>st</sup> July.

Cllr Blackwell stated that once the legal agreements are signed, notices should be published notifying local residents. The Council should make a press release.

There was some debate over the management of the building. It was proposed that a public meeting is convened inviting residents, asking for nominations for people to join the management committee.

The Chairman thanked members for attending and closed the meeting at 7.20pm

Signed by \_\_\_\_\_  
Cllr Brian Kemp  
Date 21<sup>st</sup> July 2014