

MINUTES of the JACK SILLEY PROJECT COMMITTEE

Held at Epping Hall on **Wednesday 30th January 2019 at 9.30am.**

PRESENT: Cllr H Pegrum (Chairman) Cllr A Church
Cllr L Burrows Cllr Mrs B Scruton
Cllr J Whitehouse Cllr M Wright

OFFICER: Beverley Rumsey (Town Clerk)

464 APOLOGIES FOR ABSENCE

Apologies of absence were received from Cllr L Burrows.

465 DECLARATIONS OF INTEREST

Cllr Mrs B Scruton declared a disclosable pecuniary interest in agenda item 6 as she is related to the applicant.

466 DISPENSATIONS

Cllr Mrs B Scruton requested a dispensation to discuss the café expressions of interest. Committee granted Cllr Mrs B Scruton a dispensation to stay in the meeting and discuss the expressions of interest.

467 PUBLIC PARTICIPATION – QUESTION TIME

There were no public questions or comments.

468 EXCLUSION OF THE PRESS AND PUBLIC

It was **RESOLVED** that under the Public Bodies (Admission to Meetings) Act 1960, the public and representatives of the press and broadcast media be excluded from the meeting during the consideration of the following items of business as publicity would be prejudicial to the public interest due to the confidential nature of the business to be transacted.

469 JACK SILLEY PAVILION CAFÉ

Cllr L Burrows entered during this item.

Members discussed the current situation regarding the café, the café expressions of interest, fitting out the café and the broad terms of any lease.

It was **RESOLVED** that the following **RECOMMENDATIONS** would be made to Council:

RECOMMENDATIONS

- 1) The expressions of interest provided should be progressed, providing no others are received;
- 2) Epping Town Council to agree layout of kitchen with agreed lessee;
- 3) Epping Town Council to provide white goods including fridge, freezer and dishwasher;

- 4) Epping Town Council to provide the necessary oven once agreed and enhanced extractor fan;
- 5) Epping Town Council to provide basic CCTV to be monitored by the lessee;
- 6) Epping Town Council to provide phone/internet socket for lessee to take over once installed;
- 7) Fire extinguisher, fire blanket and smoke alarm to be provided by Epping Town Council;
- 8) Lessee to open/close public toilets in line with their opening hours;
- 9) Epping Town Council should clean the public toilets;
- 10) The broad terms of the lease (below) should be APPROVED:

Broad terms of the lease:

- Rent: proposed
- Electricity (separate meter), payable by lessee (no gas in café)
- Share of water bills apportioned to lessee
- Business rates will be the responsibility of the lessee, if levied
- 3 year lease with a 1 year break clause on either side
- Financial guarantor needed
- Deposit: 1 month, payable up front
- Building – insured by Council
- Contents/interior – insured by lessee/any damage made good
- Lessee to be responsible for rubbish and appropriate disposal, including recycling
- Lessee to open public toilets when café opened
- Lessee to clean and look after internal café toilet
- Lessee to manage/monitor CCTV once installed
- Lessee to manage broadband, etc
- No sub-letting
- Café name to be approved by Council
- Promotional onsite signage to be approved by Council
- External overflow of seating to be discussed with Council
- Lessee may hold table tennis equipment on behalf of Council
- Epping Town Council should be permitted to inspect the building if they deem it necessary
- Breach of lease agreements should be included
- Lessee must hold the relevant food safety and health & hygiene certification

470 FURTHER ACTION REQUIRED

The Town Clerk would arrange a meeting to view the café and internal kitchen layout with potential lessees and Cllr H Pegrum and the Town Supervisor.

CLOSURE

The meeting was closed at **10.57am**.

Signature of Chairman

Date