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Tuesday 2 June 2020

To: All members of Worplesdon Parish Council

You are hereby summoned to attend an **Extra-ordinary meeting** of Worplesdon Parish Council to be held virtually on **Thursday 11 June 2020 at 7.30 pm** for the purpose of transacting the following business. **Anyone wanting to participate in the public speaking section of the meeting needs to contact the Clerk to the Council, either by email, phone or in writing by NOON Thursday 11 June to enable the 'joining instructions' to be sent out. To participate you must have access to the internet.**

Signed:

*Gaynor White*

Mrs G F White PSLCC  
Clerk to the Council

*Those attending for the purpose of reporting on the meeting may use social media or mobile devices in silent mode to send electronic messages about the progress of the public parts of the meeting.*

*Anyone is permitted to film, record, or take photographs at council meetings. Please liaise with the Clerk to the Council prior to the start of the meeting so that those attending the meeting can be made aware of any filming/recording taking place.*

*Use of mobile devices, including for the purpose of recording or filming a meeting, are subject to no interruptions, distractions or interference being caused during the meeting.*

#### **Agenda**

1. To accept apologies and reason for Absence in accordance with the LGA 1972, Sch12, para 40.
2. Declaration of Disclosable Pecuniary Interests by Councillors on any of the agenda items below in accordance with The Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012. (SI 2012 No. 1464)
3. Declaration of Non-pecuniary interests in accordance with the Council's Code of Conduct.
4. Public participation session

**Due to the confidential nature of the following item (early negotiation of contracts), a resolution shall be passed to exclude the public and press, as per Schedule 12A of the Public Bodies (Admission to Meetings) Act 1960.**

## 5. Parish Office – Two storey office space – Queen Elizabeth Park

An off-market opportunity has arisen for a 1,022.15 sq. ft two storey office space with imminent availability. Anticipated Rental £25,000pa. Business rates currently unknown – to include four allocated parking spaces. S106 monies of £50,000 are available from the development at land north of Keens Lane towards this office move. The existing lease on Unit 2 Beaufort expires 3 October 2021.

To approve the following resolutions:

- That the Council proceed with leasing the Queen Elizabeth Park offices (Unit [REDACTED])
- That the Council approve all costs associated with renting the office at Unit [REDACTED], Queen Elizabeth Park for the duration of the 5-year lease.
- That Mr Ian Davison, a specialist solicitor with a wealth of experience in the Parish and Town Council sector, be appointed as the Council's solicitor to act on the Council's behalf in this matter – Anticipated cost of £2,500 & VAT & disbursements.
- That, due to time constraints, the Clerk be authorised to approve the lease on behalf of the Council, under delegated authority, subject to appropriate advice being received from Ian Davison.
- That the Clerk be granted delegated power to approve the Heads of Terms once drafted and circulated to all members and appropriate advice received from Ian Davison.
- That a set of searches: water and drainage, environmental, local authority are not necessary as the offices are being rented.
- The existing lease is on a full repairing basis. To consider whether it is necessary to have a full structural survey carried out, or whether a Schedule of Conditions would be sufficient.
- That the Clerk be authorised, under delegated authority, to spend up to £12,500 & VAT on the rent deposit.
- The parking spaces would need to be included in the lease.
- The rent for Unit 2 Beaufort is still payable until August 2021 (as the first break clause for Unit 2 Beaufort passed on 3 April 2020). To authorise the continued payment of the rent on Unit 2 Beaufort until a replacement tenant can be found.