

**RECORD OF DECISION TAKEN BY AN OFFICER UNDER DELEGATED AUTHORITY**

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| <b>SUBJECT:</b>   | Lease of Unit 2 Beaufort, Parklands, Railton Road, Guildford, Surrey, GU2 9JX  |
| <b>DECISION TAKEN BY COUNCIL</b>  | Yes  |
| <b>SOURCE OF AUTHORITY TO TAKE DECISION</b>   | Extra-ordinary meeting 22.8.2018   |
| <b>Council decision</b>   | Minute number: 461-2018  |
| <b>Or: Scheme of Delegation to Officers</b>   |  |
| <b>DETAILS OF DECISION</b>  | Signing of a 3-year lease agreement to provide a temporary office for the Parish Council required due to the expanding workload of the Council. Rent for the first two years will be £16,000 per annum plus service charge. Rent payable quarterly in advance. A 50% deposit was required. |
| <b>REASON FOR DECISION</b>  | To ensure the Parish Council complies with health and safety and employment legislation as well as its duty of care towards its staff. Completion for office space in the locality is fierce.  |
| <b>DETAILS OF ANY ALTERNATIVE OPTIONS CONSIDERED AND REJECTED WHEN MAKING THE DECISION</b>  | The Council has been seeking suitable premises in the Parish of Worplesdon for over 20 years. Various options have been considered, all of which were unsuitable for the Council's short-term needs.   |
| <b>Details of any conflict of interest declared by a councillor in relation to this decision</b>  | None.  |
| <b>DATE OF IMPLEMENTATION</b>   | 4.10.2018  |
| <b>Confidential/exempt information</b>  |  |
| If this record or any document (or part of a document) referred to herein contains confidential or exempt information, the requirement to make this record or any such document available for inspection by the public is removed. In such circumstances, the record must still be retained for six years for audit purposes. |  |
| I hereby take the decision referred to above, for the reason stated.  |  |
| <b>Signed:</b>  | <i>Gaynor White</i>  |
| <b>Dated:</b>   | 04-Oct-18  |