

REPORT TO A MEETING OF THE POLICY AND RESOURCES COMMITTEE TO BE HELD ON 9TH JULY 2020

TOWN HALL SERVICE CHARGES

1. PURPOSE OF THE REPORT

To consider costs associated with the Town Council's occupancy of the Town Hall.

2. INTRODUCTION

2.1 The Town Council presently occupies office space at the Town Hall on a 25 year lease. The lease expires in 2027.

2.2 As part of the lease, the Council is required to contribute to the servicing and repair costs of the Town Hall in direct proportion to the floor area that it occupies. The Offices and Mayor's Parlour, which make up the current suite of office space, amounts to 4.92% of the total floor area of the building.

2.3 A schedule of the service charges for the year to 31st March 2020 is set out at Appendix 1.

3. COSTS ARISING FROM CORONAVIRUS RESTRICTIONS

3.1 The Committee will readily appreciate that since 24th March, access to the Council Offices has been available only on an ad-hoc basis at times agreed in advance with Warwick District Council. Whilst the Council has an obligation within the terms of its lease to meet the rental costs of the offices, this would not apply to the accrual of service charges where those services have not been enjoyed or delivered.

3.2 The following elements of the current service charges are considered to be relevant in assessing any reclaim of contribution from Warwick District Council:-

Item	Yearly recharge to Town Council (4.92%) £	% charge £ to Town Council for period 24.03-30.06.20
Gas	452.44	122.72
Metered Water Charges	178.18	48.33
Office Cleaning	332.15	90.09
Window Cleaning	37.40	10.14
Refuse Collection	26.87	7.29
Total	£1,027.04	£278.57

3.3 The above have been calculated on the basis of the period in which the Council Offices have remained unoccupied during the Coronavirus emergency. The charges based on the out-turn for 2019/20, are recovered from the Council on a quarterly basis in advance therefore the recharge for the period April- June 2020 has already

been paid. The proposed recharge reflects the situation to 30th June and will increase in accordance with the period during which the Offices remain out of use.

3.4 The District Council has indicated that any preparatory work necessary for the Town Council to return to its Offices will need to be conducted and paid for by the Town Council.

4. RECOMMENDATION

4.1 The Committee is requested to consider and approve the recovery of Office service charges from Warwick District Council for the period in which access to the premises has been restricted due to the Coronavirus emergency.