

**MINUTES OF THE EXTRAORDINARY MEETING OF  
BURTON LATIMER TOWN COUNCIL HELD IN THE COUNCIL  
OFFICE BURTON LATIMER ON 17 MARCH 2010**

*Present: Councillors: J. Smith (Town Mayor), M. Jerram (Deputy Town Mayor),  
P. Bettles, M. Evans, H. Fry, C. Groome, D. Gunn,  
D. Zanger*

**Public Forum:** (7 members of the public were present)

**Civic Centre**

BL British Legion Women's Section - Mrs M. Heels expressed an interest in hiring the central area (depending on the hourly rate to be charged and the suitability of the room when set up as the Council Chamber) with access to the kitchen once a month on a Monday evening.

The Council has not yet determined the hourly rate but the interest was noted

BL Heritage Society - Mr J. Meads , Mr J. Cutmore and the Treasurer of the Heritage Society tabled a revised plan of the Heritage Society's space requirements and provided information on the Heritage Society's limited ability to pay rent to the Council (Treasurer's view - £400 to £450 p.a.) The Council was also advised that the Society is submitting a grant application to the Heritage Lottery Fund but the grant would not cover funding for rent (principally for cabinets, security arrangements and blinds). The Society is also considering opening for more than the current 10 hours per week and increasing income via raising annual membership subscriptions and seeking further grant funding wherever possible (Cllr Jerram undertook to advise the Society on potential sources of funding)

BLAST – Cllr Jerram advised that BLAST's Management Committee had already agreed in principle to paying £2500 rent to the Town Council for the first year of occupancy on the space requested by BLAST on a previously submitted floor plan. However, Cllr Jerram advised that BLAST may not be in agreement with paying this amount if another organisation i.e. the Heritage Society were given 'preferential' terms.

**03/10/2620 Apologies**

Apologies for absence were received from: Cllr Sheila Walden (illness) – Cllr Smith proposed that the apology be approved, seconded by Cllr Zanger; Cllr Ruth Groome (Mayoral engagement) – Cllr C. Groome proposed that the apology be approved, seconded by Cllr Gunn; Cllr Fergus Macdonald (prior engagement) – Cllr Groome proposed that the apology be approved, seconded by Cllr Smith. **Resolved:** that all of the absences be approved.

**03/10/2621 Declarations of Interest**

It was acknowledged that a number of Town Councillors sit on the management committees of various local organisations, including the Heritage Society and BLAST.

**03/10/2622 Civic Centre - Allocation of Space**

**Burton Latimer Town Council**

Cllr Evans proposed that the Town Council be allocated the Central Area and room (G) on the tabled floor plan, seconded by Cllr Groome. **Resolved:** that the proposal be agreed.

**Heritage Society**

Cllr Evans proposed that the Heritage Society be allocated the space identified on the tabled floor plan on a continuous use basis, seconded by Cllr Chris Groome. **Resolved:** that the proposal be agreed.

**BLAST**

Cllr Gunn proposed that BLAST be allocated the space identified on the previously submitted floor plan on a continuous use basis, seconded by Cllr Fry. **Resolved:** that the proposal be agreed.

**Remaining Rooms**

Cllr Zanger proposed that all other rooms are not allocated at this time, seconded by Cllr Evans. **Resolved:** that the proposal be agreed.

**Kitchen Facilities**

It was also agreed that the kitchen facilities would be generally available to all occupants but it would not be available when Council Meetings were being held in the Central Area.

**03/10/2623 Deferment of Agenda Items 3.2 to 3.5 and 3.8**

(**Item 3.2** – ‘Occupancy Charges’, **Item 3.3**- ‘General Terms of Occupancy’, **Item 3.4** – ‘Consideration of Commercial Occupiers’, **Item 3.5** – ‘Procedure for Discussions with Potential Occupiers’, **Item 3.8** – ‘Cleaning & General Maintenance’)

Due to the need to give further consideration to the information received during the meeting from the Heritage Society and BLAST and the underlying need for the Town Council to maximise income to offset against its liabilities under the lease agreement with Kettering Borough Council (principally rent, Council Tax and utility costs) Cllr Evans proposed that Agenda Items 3.2 to 3.5 and 3.8 be referred to the Project Management Board (PMG) for further discussion under ‘Private & Confidential Matters’ and the PMG then to make recommendations on these matters to the Town Council for discussion/approval under ‘Private and Confidential Matters’. The proposal was seconded by Cllr Smith and **Resolved** that the proposal be agreed.

**03/10/2624 Decorating/Lighting/Carpeting/Blinds**

Decoration – agreed that the walls would be magnolia.

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Lighting – agreed that (i) the minimum lighting requirement will be installed for those rooms to be used (ii) each light fitting will be individually assessed and only replaced if necessary (iii) where replacement is necessary fluorescent lights will be fitted.

Carpeting – agreed that cord carpet to be laid to all areas to be let Note: the Heritage Society may require different flooring but the cost of cord carpet will be allocated to their area but not fitted until further information received from the HS (ditto blinds to the HS areas windows)

Window Blinds – agreed that further discussion between PPG and PMG required.

Note: Lighting, Carpeting and blinds to be dealt with (specifications agreed, etc.) by PPG/PMG and PMG to make recommendations on each to the Town Council.

**03/10/2625 Utility Providers (Gas & Electricity)**

Cllr Zanger proposed that current providers i.e. TOTAL (gas) and Southern Electric continue for 6 months and then the situation will be reviewed, seconded by Cllr Evans.  
**Resolved**: that the proposal be agreed.

**03/10/2626 Council Tax/Business Rates & Initial Application to KBC for Change of Use**

**Resolved** : that a letter be sent to KBC's Planning Unit advising of change of use using the wording in the lease document under the paragraph headed 'Permitted Use'. A letter then to be sent to KBC's Revenues Unit confirming approval of change of use and requesting confirmation of the Council Tax figure.

**03/10/2627 Urgent Matters**

Agreed that the NALC Charter be placed on BLTC's April agenda.

**03/10/2628 Press Release**

Not applicable.

*The Clerk then moved that the public be excluded for the remainder of the proceedings of the meeting on the grounds that the publicity would be prejudicial to the public interest having regard to the confidentiality of the nature of the business to be transacted.*