

38 Lon Eir
Towyn
1122 9LC

Mr D Thomas
Clerk
Towyn and Kinmel Bay Town Council
Resource Centre
Kinmel Bay

13th May 2024

Dear Dylan

Re: Office at Resource Centre

With regard to my office at the Resource Centre, I am writing to advise you that I wish to give notice.

It's been a pleasure to come to work every day and work from there, however with my forthcoming house move, I will be able to work from home.

I will ensure that my office is clear of my furniture and is clean and tidy.

I would be grateful if you could advise me on the notice, you will accept

Thank you

Louise

Full Council
26/7/23

16. Pews and Views

Resolved that: - The agenda item will be deferred until after the proposed sea defence improvements works have been completed.

17. Kinmel Bay Medical Centre

Resolved that: - The members feel that residents should report any issues directly to LLais Cymru, who have recently been set up to replace the North Wales Community Health Council.

18. Proposed Refurbishment of the Wooden Bridges at Tir Prince Park

Resolved that: - The Mayor's decision for the Town Council to contribute/match fund the amount of £963.10 towards the cost of the proposed refurbishment of the bridges be ratified. (Total cost of work £12,963.10, Conwy CBC have secured grant funding of £12,000 via the Access Improvement Grant Scheme).

19. Revised Standing Orders & Financial Regulations

Noted that OVW has prepared Revised Model Standing Orders for Town Councils in Wales, which include Hybrid meetings.

Noted that with advice from OVW, the limit for tender purposes has been reduced from £60k to £45k, as it is considered to be a more appropriate figure for a Town Council of our size/precept/budget.

Resolved that: - The revised Standing Orders and Financial Regulations be approved, as presented and explained by the Clerk.

20. Renting out of the upstairs Rooms

Noted that under the terms of the lease, in order to terminate the lease early, the tenant needs to provide 3m notice prior to the annual break date which is 1st October each year.

Noted that the tenant has hardly used the room over the last 6/12month period, and that the rent up to and including June 2023, has been paid fully up to date.

Noted that a potential replacement tenant has been identified, who is looking for immediate occupancy.

Resolved that: - The early termination of the lease relating to the First Floor Office be approved, as at 30/06/2023, with no penalty, and or any further payment to be made by the tenant.

Noted that Cllr L Formston has rented the first- floor office from 01/07/2023 until 31/07/2023, for the sum of £173.33 (£40 x 52 weeks divided by 12 = £173.33).

Noted that the members resolved at the annual meeting on 17/05/2023 – Agenda item 25 – Room Rental: - The room rental fees relating to the two existing leases will not be increased in 2023-24, as the current rental income is considered to be fair, and the rental income from the two upstairs offices amounts to £4,160, which has greatly benefited the overall room rental income, post coronavirus lockdown/restrictions.

Resolved that: -

i) The First Floor Office will be leased to Cllr L Formston for a three- year period, subject to an annual review, which will include a rent review, at an initial cost of £40 per week (£2080 per annum).

ii) The rent and the terms of the lease will mirror the terms and rent paid by the previous tenant, and the present tenant of the other upstairs office.