

# New Lease - Tairua Information and Community Services Society Incorporated

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<b>TO</b>	Tairua-Pauanui Community Board
<b>FROM</b>	Jan McNeil - Property Officer
<b>DATE</b>	2 February 2018
<b>SUBJECT</b>	<b>New Lease - Tairua Information and Community Services Society Incorporated</b>

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## 1 Purpose of Report

For consideration to recommend Council to approve a lease between the Thames-Coromandel District Council (Council) and the Tairua Information and Community Services Society Incorporated (TICSSI), in part premises of the Tairua Library located at 2 Manaia Road, Tairua.

## 2 Background

At the Tairua-Pauanui Community Board meeting held 25 September 2017 the Board considered a request from the TICSSI to temporarily relocate to the meeting room in the Tairua Library Building and confirmed the following resolution;

1. *Receives the 'Tairua Information Centre - Relocation' report dated 8 September 2017.*
2. *Supports the request from the Tairua Information and Community Services Society Inc. to relocate the operation of the Tairua Information Centre to the Tairua Library meeting room, on a temporary basis only, subject to further discussions with affected staff and approval by the Community Facilities Manager.*
3. *Instructs the Community Facilities Manager to enter into discussions with affected staff prior to making any recommendation to Council to enter into a lease with the Tairua Information & Community Services Society Inc. to temporarily relocate the operation of the Tairua Information Centre to the meeting room in the Tairua Library building at 2 Manaia Road, Tairua prior to April 2018.*
4. *Instructs staff to prepare a report for the next community board meeting on how this relocation will progress.*

**Moved/Seconded by:** Walker/Brooks

## 3 Issue

TICSSI requires a lease to occupy part of the premises in the Tairua Library. The Board does not have delegated authority to approve any leases; therefore the Board needs to recommend to Council to approve.

## 4 Discussion

As outlined above the Board supported a lease to the TICSSI to occupy part of the Tairua Library for a minimum period of 18 months.

In accordance with point 3 of the Board resolution of 25 September 2017, the Community Facilities Manager has liaised with Library staff. Community Facilities staff have also met with the Tairua Information Centre and agreed to the following points, which will form part of the lease deed.

- TICSSI will have exclusive use of the meeting room from May for a period of approximately 18 months,
- The Tairua Library staff and TICSSI staff will have shared use of the kitchen and toilet facilities,
- Toilet facilities will not be available for public use,
- Consumables will be paid equally by Tairua Library and TICSSI,
- Power and water will be on charged to TICSSI,
- TICSSI will provide and pay their own internet and telephone connections.

The area of the premises that the TICSSI will occupy is outlined in black on the plan appended to **Attachment A**. The shared area is outlined hatched black.

The current "*Leases of Council Owned and Administered Land and Buildings*" policy adopted 22 November 2006 determined Community Groups to be Category 2 with a rental of \$350.00 plus GST per annum. The policy provides for legal costs for the drafting of the deed of lease to be met by the Lessee, at the cost of \$150.00 plus GST. This current policy is effective to 30 June 2018, the new 'Leases and Licences to Occupy Policy' provides for Community Groups to remain on the same rental.

At the Council meeting 12 December 2017 it was resolved to approve an agreement to lease between the Council and the TICSSI for the purpose of an information and heritage centre, over part of the land, located at 4 Manaia Road to commence no later than 1 July 2020, therefore it makes sense to have the temporary lease expiring on 30 June 2020, being a period of two years and one month. Therefore the following lease arrangement is suggested;

<b>Term:</b>	2 years one month
<b>Commencement:</b>	1 May 2018
<b>Final Expiry:</b>	30 June 2020
<b>Rental:</b>	\$350 plus GST
<b>Maximum Occupancy:</b>	20 people

All other necessary terms and conditions will be included in the deed of lease. Given the above the following resolution is suggested.

## **5 Suggested Resolution(s)**

That the Tairua-Pauanui Community Board:

1. Receives the 'New Lease - Tairua Information and Community Services Society Incorporated' report dated 2 February 2018.
2. Recommends to Council to approve a new lease between the Thames-Coromandel District Council and the Tairua Information and Community Services Society Incorporated in part premises of the Tairua Library, as shown outlined on the plan (**Attachment A**) located at 2 Manaia Road, Tairua.

<b>Term:</b>	2 years one month
<b>Commencement:</b>	1 May 2018
<b>Final Expiry:</b>	30 June 2020
<b>Rental:</b>	\$350 plus GST
<b>Maximum Occupancy:</b>	20 people

## **References-Tabled/Agenda Attachments**

**Attachment A** Lease Area - Tairua Information Centre

[Attachment A - Lease Area - Tairua Information Centre](#)