

Usk Town Council

The Sessions House, Maryport Street Usk NP15 1AD

Extraordinary Meeting, as called by the Chair held in Sessions House
and via Teams on Monday 29th June 2026 at 6.00pm

MINUTES

1.1 To adopt a new leasing agreement for office use

Changes needed as current tenancies are not in a standard form.

Council led through review by Cllr A. Ivin with clarity to bring all tenancies to a standard form.

- definition of premises needs to be the same for every room; ceiling, ceiling structures, floors, floor structures, service media, surface of internal walls, doors and windows. This is relevant for the repair liability.
- Tenancies are annual, to March each year to avoid security of tenure
- Serve notice 14 days before each new contract
- Three month's rent in advance for new tenants
- Not assignable so no subletting
- Offices during working hours only 8am – 5pm, not including bank holidays
- Closure for Christmas break 25th December – 1st January
- Service charges: services, insurance and utilities need to be charged (itemised) separately
- Tenants responsible for own business rates
- No alterations or storage of unsuitable materials
- Landlord's obligation to tenants to be added to inform service charges
- Comply to all reasonable regulations

Discussions around letting agents handling the tenancies – review at a later date

RESOLVED: Cllr A. Ivin to draft new tenancy agreement for new tenants and current tenants to be given new agreement for April 2027

ACTION: Cllr A. Ivin to review documents prepared by clerk and chair and write a new leasing agreement

1.2 To discuss potential leaseholders for Rooms 2 and 6

Council discussed the potential of Cash Access at Sessions House, agreed that due to likely high footfall and cars driving through/parking issues not the best location for this. Agreed this would be better placed in the town centre, either Bridge St or the Hub.

RESOLVED: Invite Cash Access and Businesses to meet with councillors Wed 15th 4pm

1.3 To discuss the use and leasing of the cottage

Changing the use of the cottage to business use requires planning consent and should not pose any problems. Changing it back to residential use would, however, be difficult as it is on an existing floodplain.

RESOLVED: current decision not to change use to office let

Options:

- Holiday let – requires planning consent for temporary use,
- Whole property let

ACTION: investigate electric heating to avoid gas re-routing



Town Clerk