

Usk Town Council

The Sessions House, Maryport Street Usk NP15 1AD

Minutes of the Extraordinary Meeting, as called by the Chair,
held at Sessions House
and via Teams on Monday 30th July 2026 at 5.00pm

MINUTES

Present:

Chair: Cllr K. Peacock

Cllr A. Ivin, Cllr A. Snelgrove, Cllr D. Richards, Cllr G. Howells, Cllr M. Howells (arrived 17:09)

RFO: D. Nash

Clerk: A. Morgan

1.4 To accept apologies for absence

Cllr D. Harrison

1.5 To approve the minutes of the Extraordinary Meeting held on 29th June 2026

Amendments: **Item 1.2** 'Agreed' to be replaced with 'Discussed'

1.6 Matters arising from the minutes of the Extraordinary Meeting held on 29th June 2026

Item 1.3 – It was confirmed that Electric heating would be further investigated

1.7 To adopt a new leasing agreement for office use

Tenant Rental Apportionment

Discussions were had around services and how these should be apportioned

- utilities – calculated on floor space **RESOLVED**
- insurance – 23% then calculated on floor space
ACTION: RFO to check for building only charge
- rates – not to be charged **RESOLVED**
- caretaker time – flat rate 10% **RESOLVED**
- windows – not to be charged **RESOLVED**
- alarm and security - flat rate 23% **RESOLVED**
- cleaners time – flat rate 10% **RESOLVED**
- RFO and Clerk administration time 2% **RESOLVED**

Discussions were had around renovating the small kitchen to include better facilities and returning Room 5 to an office.

2 months' notice to be given to existing tenants prior to issuing new contract for April 2027.

Rental Agreement

Deposits: how much to charge and how to store it.

Deposits will need to be ringfenced and RFO to investigate storing in a separate account.

Good practice to have the security of a deposit.

To charge one month's deposit and tenant to pay rent on the 1st of the month for the upcoming month - **RESOLVED**

VAT: no charge of VAT at present as currently not registered. All charges are based on % of Net amount.

Rent and other Payments: remove 'telecommunication and data and other services' from 5.4(a) as not applicable – **RESOLVED**

Parking: discussions around whether tenants can park on the drive

RESOLVED – remove clause on no parking on site

Break Option: 3 months – **RESOLVED**

Signing of the Deed – follow standing orders

Chair thanked Alison for all the hard work she has done on this agreement which was echoed by councillors.

1.8 To discuss the use and leasing of the cottage

Quotes received from Usk Valley Heating to reroute the gas pipe through the boiler room to the outside of the cottage kitchen.

Option to run the cottage on electricity only – **RESOLVED**

ACTION: contact National Grid to visit again to establish exactly what is required, enabling us to request permission from Heritage.

ACTION: RFO to set up Reserve Account for the Cottage



Town Clerk