

**Minutes of the Extraordinary Council Meeting
held on Monday, 14th August 2023**

**In the Ray Shill Room, Northway Community Hub commencing at 7:18 p.m.
directly following a meeting of the Planning Committee**

Present: Cllr J Roberts (Chairman) Cllr E Phennah (Vice-Chairman)
Cllr M Barnes Cllr C Blackmore
Cllr P Godwin Cllr E MacTiernan
Cllr G Shelton Cllr S Terry

In Attendance: Mrs C Woodward, Clerk of the Council

C/189/23 **Apologies for Absence**

Apologies for absence had been received from Cllrs Beadle and Mackenzie. No further apologies for absence had been received.

C/190/23 **Declarations of Interest**

Cllrs Blackmore, Godwin and Robert declared an interest in The Northway Pantry. No further declarations of interest were made as required by the Code of Conduct adopted by the Parish Council on 12th April 2023 (Minute Ref: C/85/23).

C/191/23 **Licence to Occupy – The Northway Pantry**

- a) Members received the Template Licence and went through it section by section making additions and amendments as necessary. [\(Copy circulated to Members\)](#). Some of the areas discussed were:-

Licence Fee – £1.00 per annum.

Licence Period – One year.

Permitted Hours - It was noted that the opening hours were intended to be 5.00pm-7.00pm on a Tuesday and 10.00am to 3.00pm on a Wednesday. To cover this it was agreed to allow permitted hours of 10:00am until 7:00pm Monday to Friday excluding weekends and bank holidays.

Utilities - To be covered by Northway Parish Council.

Insurance - The Garden building would be covered by the Parish Council but the contents were to be covered by the Northway Pantry. As the Hub was also going to be used by the Pantry for people waiting or needing other assistance a Conditions of Use would need to be signed, as with any other user. It was felt that the Council's insurance would cover this but the Clerk should seek clarification.

Once the amendments were made it was agreed that the draft should be forwarded to Shelby Powell, Chartered Legal Executive at Christopher Davidson Solicitors to review it and comment before coming back to the Council. Due to the pantry being a community resource Shelby had agreed to undertake the work pro bono.

Cllr MacTiernan PROPOSED approval of the draft with the amendments suggested. Cllr Terry SECONDED.

FOR: Cllr MacTiernan Cllr Terry
Cllr Barnes Cllr Shelton

