

EXCERPT OF MINUTE OF MEETING OF THE LEISURE SERVICES COMMITTEE HELD ON  
27 JANUARY 1999

## COMMUNITY CENTRE SECTION - LEASED FACILITIES

23. There was submitted a report (docketed) dated 8 January 1999 by the Director of Leisure Services (1) summarising the current leasing arrangements between the Council and various lessees in respect of Community facilities; (2) intimating that three types of organisations leased community facilities, viz, Management Committees of Centres used by the Community; Community Organisations with the exclusive use, and Commercial Organisations, and (3) proposing (a) that the terms and conditions of leasing agreements for all Community Centres be standardised, and (b) that a three tiered charging structure be introduced for the different types of organisations which leased Community Centres.

**Decided:**

- (1) that the proposal that standard terms and conditions for leasing agreements for Community Centres be drawn up be remitted to the Planning and Development (Buildings and Property) Sub-Committee for consideration;
- (2) that new or updated leasing agreements be drawn up for all parties currently using Community facilities on a leased basis;
- (3) that the proposed three tiered charging structure as detailed in the report be introduced, on the understanding that the Director of Leisure Services would take cognisance of the Committee's previous recommendation to the Planning and Development (Buildings and Property) Sub-Committee that Airdrie Resource Centre and Whifflet Community Centre be leased to Airdrie and Coatbridge Helping Hands organisations respectively for a peppercorn rent of £1 per annum;
- (4) that the Director of Planning and Development be instructed to conduct a review of lease agreement payments, and
- (5) that the Director of Leisure Services be instructed to continue to monitor the state of repair and general conditions of Community facilities on a regular basis.

## NORTH LANARKSHIRE COUNCIL

## REPORT

To: LEISURE SERVICES COMMITTEE		Subject: COMMUNITY CENTRES SECTION : LEASED FACILITIES
From: DIRECTOR OF LEISURE SERVICES		
Date: 8 January 1999	Ref: AM/KH	

### 1. Purpose

The purpose of this report is to outline the current leasing arrangements of facilities managed by the Community Centres Section detailing major anomalies that exist.

### 2. Background

A total of eight facilities (currently under the management of the Community Centres Section) were transferred from the former district councils of Monklands (3), Strathkelvin (1) and Cumbernauld and Kilsyth (4). North Lanarkshire Council has agreed lease arrangements for 3 facilities.

Following review, it was noted that many lease agreements had expired and there was no requirement to rationalise any future leasing arrangements. In addition, committees in some facilities are managing community centres outwith any legal framework and it is necessary to implement conditions of lease. Only one facility operates within an existing lease agreement but this should be updated accordingly.

### 3. Leased Facilities

Queenzieburn Community Centre	- lessee -	Queenzieburn Community Centre Management Committee
Old Telephone Exchange, Kilsyth	- lessee -	Kilsyth Pipe Band
Banton & Kelvinhead Community Hall	- lessee -	Banton & Kelvinhead Community Hall Management Committee
Roadside Senior Citizens Centre	- lessee -	Roadside Senior Citizens Committee
Airdrie Resource Centre	- lessees -	Citizens Advice Bureau Airdrie Helping Hands - (in preparation)
Souterhouse Community Centre	- lessee -	Barn Boxing Club
Lomond Community Room	- lessee -	Beehive Nursery Group North Lanarkshire Council

Mission Hall, Airdrie	- lessee -	Airdrie Sea Cadets
Stepps Tennis Clubhouse	- lessee -	Stepps Tennis Club
Whifflet Community Centre	-lessee-	Airdrie Helping Hands (in preparation)

#### 4. Current Situation

##### 4.1 LEASE AGREEMENTS

A formal lease agreement exists with the Stepps Tennis Club. This expires in October 2004. Lease arrangements have expired in relation to Queenzieburn Community Centre, Old Telephone Exchange, Kilsyth and the Roadside Senior Citizen Centre with the leases continuing by virtue of tacit relocation.

According to records no formal lease agreement was made with Banton & Kelvinhead Community Centre, Lomond Community Room or the Mission Hall in Airdrie with respective district councils. Negotiations had commenced with the Sea Cadets for the use of the Mission Hall, Airdrie but no conclusion has ever been reached.

Reports from lessees of the Airdrie Resource Centre and Southerhouse Community Centre indicate that a contract was agreed with each lessee but no records appear on file to confirm this. None of the lessees are able to provide copies of contracts verifying conditions of lease.

##### 4.2 RENTAL CHARGES

Rental charges vary considerably from no charge to £9000 per annum. Two of the centres receive (on application) support grants on a historic basis from the Department of Leisure Services Grants Scheme, of approximately £4000 each per year.

##### 4.3 LESSEES

Three types of organisations lease community facilities - management committees of centres used by the community; community organisations with exclusive use and commercial organisations. These are:

Management Committee of Centres used by the Community	Community Organisation with Exclusive Use	Commercial Organisations
<ul style="list-style-type: none"> <li>Queenzieburn Community Centre</li> </ul>	<ul style="list-style-type: none"> <li>Old Telephone Exchange, Kilsyth</li> </ul>	<ul style="list-style-type: none"> <li>Lomond Community Room</li> </ul>
<ul style="list-style-type: none"> <li>Banton &amp; Kelvinhead - Community Centre</li> </ul>	<ul style="list-style-type: none"> <li>Roadside Senior Citizen Centre</li> </ul>	
	<ul style="list-style-type: none"> <li>Southerhouse Community Centre</li> </ul>	
	<ul style="list-style-type: none"> <li>Airdrie Resource Centre*</li> </ul>	
	<ul style="list-style-type: none"> <li>Stepps Tennis Club **</li> </ul>	
	<ul style="list-style-type: none"> <li>Mission Hall, Airdrie</li> </ul>	

Management Committee of Centres used by the Community	Community Organisation with Exclusive Use	Commercial Organisations
	<ul style="list-style-type: none"> <li>• Whifflet Community Centre, Old Library</li> </ul>	

\*Airdrie Resource Centre has joint usage between the Citizens Advice Bureau and Airdrie Helping Hands.

\*\* Stepps Tennis Club have exclusive use each morning during the tennis season.

## 5. Requirements

### • LEASES

In order to enable a fair system to be in place for all leased community centres, and to achieve best value for the Council, it is essential that standard terms and conditions are applied to all lessees.

### • CHARGES

As noted above there are three distinct user groups. It is proposed that charges should be applied as followed.

- (a) Centres leased to management committees for general community use.
  - nominal charge.
  - lessee to be responsible for all staff and revenue costs.
  - revenue grant assistance from Council may be available subject to annual application.
- (b) Centres leased to community organisation for exclusive use.
  - charges to reflect the value of the property.
  - lessee to be responsible for all staff and revenue costs.
  - revenue grant assistance from Council may be available subject to annual application.
- (c) Centre leased to commercial organisation for exclusive use.
  - charges to reflect the value of the property.
  - lessee to be responsible for all staffing and revenue costs.

## 6. Future Action

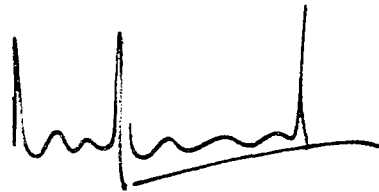
It is proposed, in conjunction with the Legal Services Division and Department of Planning & Development, to agree:

- 1 Standard leasing arrangements
- 2 An annual review of payments to be conducted with the lessee
- 3 The Community Centres Section will monitor the state of repair and general condition of facilities on a regular basis and in line with all specifications

7. **Recommendations**

It is recommended, therefore, that:

- 7.1 Standard leasing agreements will be drawn up with the relevant Departments and referred to Planning and Development (Buildings and Property) Sub-Committee.
- 7.2 New or updated leasing agreements are drawn up for all parties currently using facilities on a leased basis.
- 7.3 A three tiered charging structure be implemented to cover the type of user groups, as detailed in para 5 above.
- 7.4 An annual review of payments be carried out <sup>in</sup>.
- 7.5 The Community Centres Section monitors the state of repair and general condition of facilities on a regular basis.

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