

Report to: Council

Report Ref: C1934

Meeting Date: 4th May

Agenda Item: 11

Prepared By: Town Clerk



Subject: Approval of Sealing of Leases

1.0 BACKGROUND

It is a requirement of Standing Orders (57) that no document may be sealed unless its sealing has been authorised by resolution. In accordance with Standing Order 58, the seal shall be applied by the Town Clerk and two members sign as witnesses (58).

Council has previously resolved to approve the sealing of the transfer documents for the Council Offices. This will take place once final documents have been approved by the Council Offices Sub-Committee.

The council is currently in the process of:

- a) Preparing a lease for 60 King Street
- b) Preparing a revised lease for the Public Toilets

The council will also be preparing leases for tenants in the commercial spaces of the Public Toilet buildings later in 2020.

2.0 RECOMMENDATION

It is recommended that council resolves to approve the sealing of leases as outlined above under the direction of the Assets and Operations Committee.

It is further recommended that should the sealing of leases be required during the period where social distancing requirements limit gatherings of more than two people that Standing Order 58 is relaxed to authorise the seal to be applied by the Town Clerk with the Town Clerk and one member signing as witnesses.

