



TELSCOMBE TOWN COUNCIL

To: Chairman and Members of the
Amenities & Civic Centre Committee:-
Cllr D Brindley *Deputy Mayor*, Cllr C Clarkson
Cllr C Gallagher *Chairman*, Cllr J Harris, Cllr D Judd,
Cllr L Mills *Vice-Chairman*, Cllr L O'Connor, Cllr B Page,
Cllr C Robinson, Cllr I Sharkey *Mayor* & Cllr A Smith

Telscombe Civic Centre
360 South Coast Road
Telscombe Cliffs
BN10 7ES
Tel: 01273 589777
www.telscombetowncouncil.gov.uk

15th February 2021

Dear Sir/Madam

You are hereby summoned to attend an online **Extra Ordinary meeting of the Amenities & Civic Centre Committee** on **Thursday 25th February 2021** at 7.30pm for the purpose of transacting the following business:-

LOG IN DETAILS:- Meeting ID 953 3111 5118 Login Platform – Zoom

Please email the Town Clerk for meeting password:- stella.newman@telscombetowncouncil.org.uk

Yours faithfully

C Gallagher

Cllr C Gallagher
Committee Chairman

AGENDA

1. Public question time - members of the public are welcome to attend and may ask questions relevant to the Committee at the commencement of the meeting for a period of fifteen minutes.
2. Apologies for absence and substitutions
3. To receive Members' declarations of interest in relation to matters on the agenda
4. To consider changes to the Terms & Conditions for the café concession in Chatsworth Park – *see attached*
5. Urgent matters at the discretion of the Chairman for noting or adding on a future agenda

The Council, members of the public and press may record/film/photograph or broadcast this meeting when the public and press are not lawfully excluded. This virtual online meeting will be recorded. Any member of the public who attends a meeting and objects to being filmed should advise the Clerk (in advance) who will ensure their computer camera is turned off and they are not included in the filming.

Date for next meeting of the Committee – 22nd March 2021

<u>AGENDA ITEM</u>	4
<u>COMMITTEE</u>	Amenities & Civic Centre
<u>REPORT FROM</u>	Bianca Buss, Amenities Officer
<u>MEETING DATE</u>	25 th February 2021
<u>SUBJECT</u>	To consider changes to the Terms & Conditions for the café concession at Chatsworth Park

1. INTRODUCTION

At the last Amenities & Civic Centre meeting it was agreed that the Chatsworth Park Café Working Group (CPCWG) would meet with both applicants for the café concession in Chatsworth Park. It was also agreed that the group be given delegated authority to make a decision as to who to progress with, to be ratified at a future committee meeting.

2. INFORMATION

The CPCWG met with both applicants on 3rd February 2021 and following discussions with both applicants, felt that the Terms and Conditions of the concession needed amending.

Having looked at the two documents, the changes from the original document agreed by the Amenities & Civic Centre Committee at the meeting on 23rd March 2020 (appendix 2) and the suggested new one (appendix 1) are as follows:

- Item Number 4 describes Environmental Health Office but the original wording was Environmental Health Officer.
- Item Number 5 has had some wording removed which I think should stay as follows “We therefore ask all applicants to confirm that they have a right to work and we may ask for further proof of the type listed below. You do not need to send these documents with your application, but we may require you to produce them to us and we may copy them” and “d. A valid registration card which permits you to take up employment”.
- Item Number 6 has one word amended from ‘person’ on the original document to ‘people’ in the amended.
- Item Number 8 on the original document has been completely removed, which says “The Licensee shall not, without written consent from Telscombe Town Council, advertise within the location of the kiosk.”
- The word ‘Kiosk’ within the document has been amended to ‘Concession’

- Item Number 14 on the original document has been removed, which says “No vehicle other than the kiosk shall be parked on the site.”
- Item Number 15 on the original document has been removed, which says “Telscombe Town Council may revoke the Licence by fourteen days’ notice in writing if there has been a breach of any of these conditions.”

In addition, 4 items have been added to the end of the terms and conditions as follows:

- The Licence issued by Telscombe Town Council provides permission for the Licensee to operate a concession in Chatsworth Park car park only.
- The Licensee is permitted to advertise the concession with sandwich boards and free-standing signs within the confines of the park with written permission from Telscombe Town Council.
- The Licence does not have a minimum term and is considered ongoing however Telscombe Town Council or the Licensee can end the agreement within 14 days of written notice.
- The Licence is issued for free however 6 weeks from commencement Telscombe Town Council retains the right to negotiate a licence fee based on a percentage of concession earnings.

Before the CPCWG can continue with offering their preferred business the concession, the Terms & Conditions will need to be considered and agreed by this Committee.

3. RECOMMENDATION

It is recommended the Committee consider the suggested changes to the Terms & Conditions.

4. ENVIRONMENTAL IMPACT

None.

5. FINANCIAL IMPLICATIONS

None.

Appendix 1- Revised Terms

TELSCOMBE TOWN COUNCIL

TERMS AND CONDITIONS

1. The contract between Telscombe Town Council and the tenderer will commence once payment where applicable is received and the licence has been issued.
2. The Licence is to be signed within fourteen days following written acceptance of the tender from Telscombe Town Council.
3. The Licensee must provide a copy to Telscombe Town Council of all relevant insurance & risk assessments prior to commencement of operations.
4. The Licensee is required to comply with all food legislations and with any requirements made by the Environmental Health Office and provide evidence to Telscombe Town Council prior to commencement of operations of relevant registration and food hygiene rating.
5. Under the Asylum and Immigration Act 1996 we require sight of documentary evidence that everyone we grant consent to, as well as those working for them, are legally entitled to work in the UK. The types of documents that can be used to prove entitlement to work in the UK are:
 - a. A valid UK passport
 - b. A certificate of right of abode
 - c. A valid registration card which permits you to take up employment
6. Telscombe Town Council accept no liability for damages, costs, claims, loss or injury which may occur to property or people.
7. The Licensee shall not, without written consent from Telscombe Town Council, trade business other than the retail sale of snacks and beverages as detailed in the Application Form.
8. The Licensee shall not provide, or allow permission of, entertainment including music within the location of the concession.
9. The Licensee and any employees should be presentable and provide good customer service at all times.
10. The Licensee shall maintain a clean and tidy site with provisions for litter disposal.
11. The Licensee shall not sublet or assign the Licence to a third party.
12. The Licensee shall inform Telscombe Town Council should the concession not be open during core opening times as previously agreed.
13. The Licence issued by Telscombe Town Council provides permission for the Licensee to operate a concession in Chatsworth Park car park only.
14. The Licensee is permitted to advertise the concession with sandwich boards and free-standing signs within the confines of the park with written permission from Telscombe Town Council.
15. The Licence does not have a minimum term and is considered ongoing however Telscombe Town Council or the Licensee can end the agreement within 14 days of written notice.
16. The Licence is issued for free however 6 weeks from commencement Telscombe Town Council retains the right to negotiate a licence fee based on a percentage of concession earnings.



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 - a. A valid UK passport
 - b. A certificate of right of abode
 - c. A valid passport or ID card of a state which is part of the European Economic Area Agreement
 - d. A valid registration card which permits you to take up employment
6. Telscombe Town Council accept no liability for damages, costs, claims, loss or injury which may occur to property or person.
7. The Licensee shall not, without written consent from Telscombe Town Council, trade business other than the retail sale of snacks and beverages as detailed in the Application Form.
8. The Licensee shall not, without written consent from Telscombe Town Council, advertise within the location of the kiosk.
9. The Licensee shall not provide, or allow permission of, entertainment including music within the location of the kiosk.
10. The Licensee and any employees should be presentable and provide good customer service at all times.
11. The Licensee shall maintain a clean and tidy site with provisions for litter disposal.



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12. The Licensee shall not sublet or assign the Licence to a third party.
13. The Licensee shall inform Telscombe Town Council should the kiosk not be open during core opening times as previously agreed.
14. No vehicle other than the kiosk shall be parked on the site.
15. Telscombe Town Council may revoke the Licence by fourteen days' notice in writing if there has been a breach of any of the conditions.