



## MELKSHAM WITHOUT PARISH COUNCIL

Clerk: Mrs Teresa Strange

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Tuesday 7<sup>th</sup> June 2022

To all members of the **Office Relocation Project Working Party**: Councillors: John Glover (Chair of Council), David Pafford (Vice Chair of Council), Mark Harris, Stefano Patacchiola JP, Richard Wood and Robert Shea-Simonds

You are invited to attend the Office Relocation Project Working Party Meeting which will be held on **Monday 13<sup>th</sup> June 2022 at 7.15pm (following Planning Committee) at Melksham Rugby Club, Oakfields, Eastern Way, SN12 7GU to consider the agenda below** to consider the agenda below:

**\*\*\*\*PLEASE NOTE NEW VENUE AND TIME OF MEETING\*\*\*\***

**TO ACCESS THE MEETING REMOTELY, PLEASE FOLLOW THE ZOOM LINK BELOW. THE LINK WILL ALSO BE POSTED ON THE PARISH COUNCIL WEBSITE WHEN IT GOES LIVE SHORTLY BEFORE 7PM.**

Click link here:

<https://us02web.zoom.us/j/2791815985?pwd=Y2x5T25DRIVWVU54UW1YWWE4NkNrZz09>

Or go to [www.zoom.us](http://www.zoom.us) or Phone 0131 4601196 and enter: Meeting ID: 279 181 5985

Passcode: 070920. Instructions on how to access Zoom are on the parish council website [www.melkshamwithout.co.uk](http://www.melkshamwithout.co.uk).

If you have difficulties accessing the meeting please call (do not text) the out of hours mobile: 07341 474234

Yours sincerely

A handwritten signature in black ink that reads "Strange".

Teresa Strange, Clerk

## **AGENDA**

1. Welcome, Announcements & Housekeeping
2. To receive Apologies and approval of reasons given
3. To elect Chairman & Vice Chair of Office Relocation Working Party
4. Declarations of Interest
  - a) To receive Declarations of Interest
  - b) To consider for approval any Dispensation Requests received by the Clerk and not previously considered.
5. To feedback from site visit (if arranged in the interim period) and consider any actions arising
6. To consider options for the internet connection and phone line
7. To note list of current assets in the Meeting Venue (Swift Way) and Office at Pavilion and recommendations of the Asset Committee (6<sup>th</sup> June) for relocation, storage, disposal and donation
8. To agree list of items required for purchase, with budget cost implications, and agree request to Full Council for delegated powers for purchase by officers/working party
9. To consider quotations for relocation (rentacrates, removal, IT support, “handyman” support (Campus & Pavilion), meeting chair clean and note additional costs for standard contractors (deep clean and additional waste clearance)
10. To agree programme dates for move
11. To review Lease for signature (if received)
12. To consider any queries/correspondence from the Wiltshire Council project team

***Copy to: All councillors***