

Wavendon Parish Council and Wavendon Community Centre

– Role and responsibilities.

These Roles and Responsibilities were reviewed in August 2018 and adopted again by the Parish Council at its meeting held on the 17th September 2018.

Wavendon Parish Council

Wavendon Community Centre is owned by Milton Keynes Council. It is leased to Wavendon Parish Council through a lease dated 31st December 1967. Under the terms of the lease, Wavendon Parish Council is responsible (amongst other things) for:-

1. Indemnifying Milton Keynes Council against the payment of all rates, third party claims, etc.,
2. Reimbursing Milton Keynes Council for payment of fire insurance premiums (*by accepted practice, Wavendon Parish Council pays fire insurance premiums direct*),
3. Keeping the Community Centre premises and car park in tenantable repair,
4. Painting the Community Centre internally every seven years,
5. Contributing towards maintaining boundary walls etc.,
6. Permitting Milton Keynes Council to paint the exterior and reimbursing their costs (*by accepted practice, Wavendon Parish Council undertakes external maintenance of the premises*),
7. Managing the Community Centre in such a way that access to residents is not unreasonably withheld.

Wavendon Community Centre

By a Deed of Trust dated 7th December 1972, the institution of “Wavendon Community Centre” was created. Management of Wavendon Community Centre was vested in the Wavendon Community Centre Executive Committee (but subject to the above lease).

Respective Role and responsibilities

In accordance with the terms of the lease and the Deed of Trust, and by custom and practice, the role and responsibilities of Wavendon Parish Council and Wavendon Community Centre are as follows:-

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Wavendon Parish Council	Wavendon Community Centre
Payment of bills related to “ownership” of the premises:	N/A
<ul style="list-style-type: none"> • Community charge • Property insurance • Legislative compliance (e.g. Health & Safety etc.) 	Risk Assessments for Health & Safety and Fire etc. would normally be undertaken by the Community Centre Executive Committee or its nominee.
Wavendon Parish Council	Wavendon Community Centre
Bills related to running the Community Centre and keeping the Community Centre premises and car park in tenantable repair:	“Discretionary” expenses:
<ul style="list-style-type: none"> • Decorations, • Renovations and improvements, • Fixtures and fittings, • Maintenance and Repairs (including damage), • Grass cutting • Fees related to WPC accounts, • Cleaning materials (Pollards Account) • Utilities i.e. Electricity, Water, & Gas, 	<ul style="list-style-type: none"> • Advertising, • Staff Wages (Manager & Caretaker) • Waste disposal (skip) • Telephone, stationery & postage • Miscellaneous expenses • All payments by and to renters, • Fees related to WCC accounts,

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Appendix 1

The whole of the site of Wavendon Primary School and the Community Centre is determined by a Lease dated 31st December 1967, entered into between Buckinghamshire County Council (the Lessors) and Wavendon Parish Council (the Lessees).

Under this lease, Wavendon Parish Council is responsible for:-

1. Paying rent (set at £1 yearly, but only if demanded),
2. Indemnifying the Lessors against the payment of all rates,
3. Reimbursement the Lessors for payment of fire insurance premiums,
4. Using the premises in accordance with the Trust Deed (*),
5. Not sub-letting without permission,
6. Keeping the Community Centre premises and car park in tenantable repair,
7. Painting the Community Centre internally every seven years,
8. Permitting reasonable access by the Lessors,
9. Indemnifying the Lessors against all third party claims,
10. Contributing towards maintaining boundary walls etc.,
11. Permitting the Lessors to use the Community Centre car park (when it is not being used by the Community Centre),
12. No structural alterations without consent,
13. Permitting the Lessors to paint the exterior and reimbursing their costs,
14. Permitting the County Education Officer the access the Community Centre,
15. Educational work to be carried out to the Lessors satisfaction,
16. Sending the Lessors a copy of the Annual Accounts,
17. Managing the Community Centre in such a way that access to residents is not unreasonably withheld,
18. Not habitually supplying or allowing the consumption of intoxicating liquor without the Lessors consent,
19. Restrictions on gambling,
20. Restrictions on the use for illegal or immoral purposes,
21. Yielding peaceable possession.

*[*This Deed of Trust was executed on the same date. Presumably it sets out the responsibilities of Wavendon Primary School for its part of the site, as the Wavendon Community Centre Trust Deed was not executed until 1972 – see below.]*

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It is assumed that ownership of Buckinghamshire County Council will have been superseded by Milton Keynes Borough Council, under the terms of its designation as a unitary authority. This assumption has not been verified.

By a Deed of Trust dated 7th December 1972, Wavendon Community Centre was created. The Deed of Trust required that :-

- The property of the Community Centre shall be held for charitable purposes only and the leasehold property in accordance with the terms of a lease dated 31st December 1967 made between the County Council of the Administrative County of Buckingham of the one part and the Parish Council of the Parish of Wavendon of the other part.
- In particular, the said property shall be held on trust for the purposes of a Community Centre for the use of the inhabitants of the district of Wavendon and in particular for use for meetings, lectures and classes and for other forms of recreation and leisure time occupation with the object of improving the conditions of life for the said inhabitants of Buckingham of the one part and the Parish Council of the Parish of Wavendon of the other part.

Management of Wavendon Community Centre was vested in the Wavendon Community Centre Executive Committee.