

PROPERTY & CONFERENCE MANGER REPORT

The following is an update on key areas:

1) General:

Since the last Counsel meeting we have undertaken the usual general repair / maintenance on the premises. In addition to these, the following is a summary of additional works that have been necessary:

- a) Centre Basement Toilets – these have over a number of months been deteriorating due to damp so we have had the existing tiles removed, the wall treated and re-decorated.
- b) Ceiling Plaster Deterioration – in April we had the unexpected collapse of the ceiling plaster in Phoenix Health and Wellbeing Room on the Ground Floor of the Chambers. With the assistance of David Quick we were able to have this examined by specialist plasterers. We were able to then have the ceilings boarded and painted and the rooms back in use with the minimum of disruption and within 2-weeks. Thanks to the Centre Team we were able to re-schedule Phoenix's appointments into a number of our rooms during that period – even creating our own massage room – thank you to everyone that made that possible.
- c) Water ingress – due to problems with the 3rd Floor roof water has been seeping in through the brick work and has now made one of the counselling rooms in Women's Counselling & Therapy Service out of action. It has now also affected Home-Start and Phoenix Health & Wellbeing. As a temporary measure work has been done on the roof to prevent further water ingress so that the water damaged rooms can be dealt with – these works will be scheduled in over the next few weeks and any room disruption will be scheduled into the Centres diary as appropriate.
- d) Basement Clearance – the basement is still part of a clearance programme over the next few months.

2) Conferencing:

The Centre continues to be busy with both room bookings & Conferencing, The diary has bookings through till the end of the year and I am still taking enquiries from new users as well as ones that have used us previously; there has also been an increase for Saturday bookings.

A number of longstanding users have had to cease due to lack of financial support over the last few months – these are support groups that are not affiliated to larger organisations and that tend to self-fund and memberships have dropped or attendees become much older.

All invoicing is up to date till the end of May 2017 and all outstanding accounts have been followed up and the situation regularly reviewed.

I have attached an updated copy of the Conference Comparison Table for your information.

3) Tenants:

I thought that I would give you an update on the current situation on some of the discussions that have taken place with both our current tenants and prospective tenants.

Two of our current tenants were in discussions with us regarding moving and/or increasing the rooms that they presently occupy, (with permission of the Chair, both these tenants were informed of the proposed decision regarding the future of the premises):

Talented Training:

Presently occupy 1st Floor of Oxford Chambers (the side facing the Town Hall. When the other side of the 1st Floor became vacant they made a request to rent this space as well.

The current situation is that I have had a number of discussions with Talented Training and correspondence has been exchanged regarding cost of rental etc., Bernard is to formally write and offer terms of an agreement so the matter can be resolved by the end of the month.

Women's Counselling & Therapy Service:

This is a little more complicated in that they originally wanted to transfer from the Oxford Chambers 3rd Floor to the Gallery vacant rooms and following discussions a rent was agreed. However. Since they have been advised of the future plan for the premises, their Director and Board have decided to stay with the Oxford Chambers 3rd Floor and then after my conversations with Tessa Denham the Director an agreement has been reached as to which rooms they require in the Gallery. The rent is currently under discussion and should be agreed within the next two weeks.

This change in rooms is why the roof work is being undertaken, so that the 3rd Floor room can be brought back into use, and arrangements to re-decorate the rooms is being planned.

The Centre Basement:

Currently we have one tenant in the Basement – V Massage (a ladies only massage and therapy service); one room is booked out until the end of June for training and another room is booked out for training until mid-June, at which point all the rooms will be available for rent, (apart from V Massage)

Prospective Vacant Rooms & Tenant Enquiries:

In order to complete the picture, we have been approached by Leeds Christian Community Trust, who currently reside at Ebor Court, Skinner Street LS1 but have been given notice to leave their current premises by August 2017.

A representative of LCCT and some of the tenants currently based at Ebor Court made contact with Deacon Jenny about availability, and have been to visit the premises. They have also been to inspect the available rooms with TAPPS, and I have had a couple of conversations with them and sent plans of the available spaces. Currently I am waiting further feedback from them and rent levels are to be discussed. They are looking at the vacant Basement Rooms.

Leeds Bereavement Forum who currently occupy Oxford Chambers Basement Room 45 have asked for some time, to move from the basement room to something with more light and are interested in the Gallery Room 111 together with Leeds Mind and Leeds Survivor Led Crisis Group – they are to view the room this week.

If the negotiations as outlined above are all agreed by all parties and the relevant and appropriate documentation signed the following rooms / spaces should be available for rent

Oxford Chambers:

Basement Room 45	Current occupier Leeds Bereavement Forum	Looking to move to the Gallery Room 111 in a partnership with Leeds Mind and Leeds Survivor Led Crisis Service
1 st Floor Suite 59	Vacant (temporarily being used by Talented Training)	See note above

The Gallery:

Gallery Room 112	Vacant (temporarily being used by WC&TS)	Mosaic Church have indicated that they are interested in the room
Gallery Room 110	Vacant	Mosaic Church have indicated that they are interested in the room
Gallery Room 111	Vacant (temporarily being used by WC&TS)	See note above
Gallery Rooms 91 - 94	Vacant (some temporarily being used by WC&TS)	WC&TS have formally requested to rent these rooms

The Centre Basement:

Apart from Room 7 all other rooms are vacant from the 1 st July 2017		LCCT are currently viewing the rooms to rent and awaiting outcome
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NOTE:

Where there has been any discussion regarding rooms, it has been made clear that the tenancy would be for 1-year.