

## Appendix C

### Property Related Timeline

Date	Document	Purpose	Author/Owner	Comments
1997	Full Repairing Lease	PCC to lease the building to the Theatr Brycheiniog	PCC/Theatr	Original Lease cannot be located. Scans received from both the theatr an PCC. This was not signed straight away, although the theatr did begin to use the building.
1997	SLA (Service Level Agreement)	An agreement between the service and the theatr	PCC (leisure Services)	Original SLA was from 1997-2002 a 5-year agreement. Point 4: 'in parallel to the lease there will be a separate Service Level/Management Agreement under which the company will manage the facility for the Council'
November 2000	Letter to Graham Eales (PCC officer)	Raising concerns over the lease & its contents.	Theatr	Raising concerns about the maintenance burden of the lease and to specific sections of the lease. Briefly mentions the SLA: "I have not entered discussions with the community department regarding service level agreement and wonder whether this should be done before formally entering the lease agreement"
January 2001	Letter to A Eagle	Damage to roof	Theatr	Explains that the department cannot afford to pay for the damage to the roof and therefore will attempt to get this paid via insurance
January 2001	Letter to A Eagle (TB)	Update on circumstances	Theatr	Suggestion that the lease documents is made subject to PCC undertaking work on air chillers. Awaiting information for SLA Cannot guarantee 100% rate relief for all of lease period.

26 <sup>th</sup> February 2001	Letter to Andy Eagle (TB)	Letter covering a discussion held the previous day re lease.	Theatr	<p>Requests theatr to send information to be included in the draft SLA and attaches a copy of the current draft. Suggests that changes to the SLA are still ongoing.</p> <p>“In respect of the Service Level Agreement please could you let me have a copy of the Boards Constitution or articles of association. I can then insert these into the draft SLA (a copy of which is attached). I would be grateful if you would peruse the attached proposals and let me have your comments in due course”</p> <p>Accepts that difficulties with air conditioning need to be resolved by PCC. Mentions setting aside capital money to address the problem.</p>
28 <sup>th</sup> February 2001	Letter to Paul Griffiths from Andy Eagle	Response to previous letter.	Theatr	<p>States: “I have read through the draft SLA and can see no problem with it”</p> <p>It is unclear if this draft SLA was the final version.</p> <p>A Eagle suggests that he will recommend to the board that the lease is signed.</p>
July 2001	Letter to Andy Eagle	Explaining PCC position	Theatr	Explains that the undertaking of any work on the theatr will depend on the funding resources within community and leisure services.
January 2004	Paul Griffiths Letter	To get the Theatr to sign the lease.	Paul Griffiths	Letter stating that revenue funding will be withdrawn unless lease is signed.
2005	PCC Capita Building Survey		PCC	Do not have a copy of this document
2008	SLA (Service Level Agreement)	An agreement between the service and the theatr		SLA for 2008-2011

2014	Mott McDonald Survey	Extensive Building Survey, commissioned by the theatr	Theatr	Survey Identified a large number of issues with the building.
Feb 2015	Letter to Jeremy Paterson from Martyn Green	Request to discuss issues	Theatr	
Nov 2015		Mott Macdonald Survey was presented to the Council during a meeting with the Theatr		No minutes of this meeting.
March 2016	Letter from Jeremy Patterson to Martyn Green	Building issues at TB	PCC	The theatr signed a full repairing lease, PCC views that it is not responsible for maintenance issues.
14 <sup>th</sup> March 2017	Meeting notes	Brief notes on what happened at meeting	Theatr	Theatr spent £415K up to the end of 2015/16 of its revenue fund on the Theatr's repairs including 40K grant from ACW for roof. Discussions on what maintenance theatr had undertaken, and PCCs view on the situation. Theatr to create a bundle of information and send to PCC as soon as possible.
June 2017	Letter to Jeremy Patterson	Building Issues at Theatr Brycheiniog	Theatr	A rebuttal of his previous letter in March 2016, and submission of a "pack of evidence" for a review. Submitted documents: <ul style="list-style-type: none"> <li>• Theatr Brycheiniog 2017 – Urgent Repairs</li> <li>• Maintenance and Repairs 1997-March2017</li> <li>• Scheduled Work 2017/18</li> </ul>
June 2018	Letter to Stuart Mackintosh	To express concerns over a cancelled meeting the previous day	Theatr- Sally	Queries why the meeting was cancelled and requesting an alternative date. Submitted docs: <ul style="list-style-type: none"> <li>• Urgent repairs</li> <li>• Maintenance and repairs log 1997-2018</li> <li>• Scheduled work log</li> </ul>

