

**Religious Society of Friends (Quakers) in Britain:
South East Scotland Area Meeting
Scottish Charity No. SC019165**

Quaker Meeting House

7 Victoria Terrace, Edinburgh EH1 2JL

Tel: 0131 225 4825 | Email: office@equaker.org.uk

Managers' Service Occupancy Agreement attached to the Managers' Contracts of Employment

To: Samantha Searle and
Andrew Tucker
of 13 Anderson Fairway, North Berwick, East Lothian, EH39 5GX

Owner of property: South East Scotland Area Meeting of the Religious Society of Friends
(hereafter 'SESAM')

1. You have been granted permission to reside in the Managers' Flat at 4F (Top Flat), 6 Upper Bow, Edinburgh EH1 2JN ("the property") with effect from 9 November 2024. This permission arises from your employment contracts as Managers at the Quaker Meeting House, 7 Victoria Terrace, Edinburgh, from 11 November 2024.
2. This permission will expire on the termination of your employment or in the event of any breach of the obligations as set out in paragraph 6 below. If one of you terminates your employment and the other wishes to continue, this agreement will be subject to renegotiation.
3. On the expiry of this permission, you (together with any who may be residing with you) must vacate the property within seven days.
4. This permission gives you exclusive rent-free possession of the property known as 4F (Top Flat), 6 Upper Bow, Edinburgh, EH1 2JN.
5. The property is suitable for habitation by four adult persons and this number must not be exceeded.

6. Your obligations during your occupation of the property are:
- (a) to pay for electricity and gas, telephone, broadband, television licence (if applicable) and insurance of your own possessions kept on the property;
 - (b) to keep the interior parts occupied exclusively by you in good decorative order and the furnishings and furniture belonging to the Area Meeting in good condition, subject only to fair wear and tear;
 - (c) to permit the owner or any person authorised by the owner to enter the property on reasonable notice for the purpose of meeting the owner's obligations; for non-urgent matters, SESAM will use its best endeavours to give 7 days notice;
 - (d) to use the property only as your home, and not for any business use unless you have the written permission of SESAM;
 - (e) not to sublet the whole or any part of the property;
 - (f) to permit only members of your immediate family to reside in the property, except that personal friends may stay for a period not exceeding two weeks (any exception to this obligation requires the owner's specific consent);
 - (g) neither to do anything nor cause anything to be done which would invalidate the owner's insurance policy;
 - (h) you must notify the owner or the person named in paragraph 9 of any statutory notice received by you as the occupier of the property;
 - (i) you must not cause any noise nuisance to other residents of the tenement;
 - (j) if you wish to keep a pet in the flat, you must seek prior permission from the owner.
7. The owner's obligations during your occupancy of the property are:
- (a) to keep the property in good and substantial structural repair;
 - (b) to keep in repair:
 - the service for supply of gas, electricity and water;
 - the drains and drainage systems;
 - the central heating system;
 - (c) to insure the property for the usual insurable risks which will include the provision of temporary housing in the event of the property becoming uninhabitable as a result of one of the risks (Note: this insurance does not include your personal possessions);
 - (d) to pay Water and Sewage Charges;
 - (e) to pay Council tax;
 - (f) to permit the occupier peaceable occupation of the property while this permission remains in effect;
 - (g) to consult with you and to give any reasonable notice of any intention to carry out work or materially to vary the terms or arrangements under which this permission is given;
 - (h) to respond to your reasonable request for non-urgent repairs or information within seven days of receipt of your letter or other notification and in emergencies to respond promptly.

8. Any complaint or other matter relating to the property or to the terms of this permission should be directed in the first instance to the Convenor of the Edinburgh Quaker Meeting House Management Committee and then to the Clerk of the Trustees of South East Scotland Area Meeting. In the event that it is not possible to resolve any dispute amicably, the matter may be referred to the Recording Clerk, Britain Yearly Meeting, for independent arbitration, whose decision shall be binding on both parties.

9. The address of the owner is:

South East Scotland Area Meeting of the Religious Society of Friends
Quaker Meeting House
7 Victoria Terrace
Edinburgh
EH1 2JL

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Signed by Henry S Thompson, Convenor, Edinburgh Quaker Meeting House Management Committee

on behalf of South East Scotland Area Meeting of the Religious Society of Friends

We have read fully the above document and agree to occupy the property on the Terms and Conditions set out there. I also undertake to ensure that any other adult who resides with me is made aware of these conditions and in particular that which requires the property to be vacated in the event of the termination of my employment.

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Signed by the Employees

Samantha Searle

Andrew Tucker

Date