

**MARLBOROUGH TOWN COUNCIL
PROPERTY COMMITTEE**

Minutes of a **Meeting** of the **Property Committee** which was held on **Monday 22 October 2018** in the **Council Chamber, Town Hall, Marlborough** at 8.25 pm

PRESENT	Councillor N. Barrett-Morton	Chairman
	Councillor L. Farrell	Town Mayor
	Councillor N. Fogg	
	Councillor G. Loosmore	
	Councillor M. Hall	
	Councillor P. Cairns	
	Councillor S. Price	
	Councillor A. Wilson	
	Councillor D. Heath	
	ALSO PRESENT	Mrs S. Parker
	Mrs D. Whitehall	Administrator
	Councillor A. Ross	Observing
	Mr T. Buxton	Project Manager

PUBLIC QUESTION TIME

There were no members of the public present.

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APOLOGIES FOR ABSENCE

Apologies for absence were received from Cllr. Kirk Wilson and Cllr. Fogg

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DECLARATIONS OF INTEREST

There were no declarations.

322/18

CHAIRMAN'S ANNOUNCEMENTS

In case any committee members had not already met him, the Chairman introduced Tim Buxton - Project Manager for the George Lane Toilets and the Town Hall Basement projects - who had joined the meeting for those agenda items.

323/18

MINUTES

RESOLVED: that the minutes of the meeting held 9 July 2018 were approved as a true record and signed by the Chairman

324/18

TOWN CLERK'S REPORT

Members noted the contents of the Town Clerk's Report.

325/18

REPORT ON TOWN COUNCIL PROPERTIES

Members noted the contents of the Office Manager's Report.

326/18

TOWN HALL

Members noted an update from the Town Clerk and considered recommendations about works to fascia, soffits and guttering as well as recommendations related to the Town Hall Basement project.

Mr Buxton gave a verbal update on the Town Hall basement project. Although pre-application planning advice had been sought concerning the toilet cubicle and other works, a response had not yet been received so he was unable to make recommendations at this

time. This meant it was unlikely that Healthmatic would be able to begin work at the end of October; their next available start date would be in January 2019.

RESOLVED: (i) to commission a surveyor as soon as possible to advise about work needed to fascia, soffits and guttering

RESOLVED: (ii) to recommend to Full Town Council that work should begin on the Town Hall toilet installation in January 2019

327/18

GEORGE LANE TOILETS PROJECT – PHASE 2

Members noted a report by the Town Clerk and considered a number of recommendations.

Signage

Signage on finger posts in George Lane car park and the High Street had been obscured during the time the toilets were closed for refurbishment. Members agreed these should be reinstated and also suggested additional signage, such as the universal symbol for toilets as well as possible new signage in additional locations such as on the wall under the archway from the High Street to Hilliers Yard.

RESOLVED: (i) to delegate to the Town Clerk to take actions to improve signage

Extension to the George Lane Building

In the light of initial investigations into costs and a verbal update from the Project Manager members discussed:

- Whether to reduce the specification of the extension to bring costs down
- Whether to refurbish the existing space and not proceed with the extension
- Possible uses for the refurbished/extended building
- Whether to repay the Public Works Loan early

RESOLVED: (ii) to investigate costings for (a) revised specification extension and (b) refurbishment only to existing space and that they be presented to Full Town Council

Mr Buxton and Councillor Ross left the meeting

328/18

OFFICE ACCOMMODATION

Members noted the Town Clerk's Report about additional office accommodation at 5 High Street and that it was hoped that the additional space would be ready for occupation by Christmas 2018. Councillors also considered quotes for electrical and lighting works.

RESOLVED: to appoint Lighting of Distinction Limited at a cost of £1,144.15 to undertake electrical and lighting works

329/18

DEFIBRILLATORS

Members noted a report and a number of recommendations about replacement and additional defibrillators. The discussion included:

- Of the 8 existing defibrillators, some were in poor condition and required replacing in the short term, with provision for the remaining 4 to be made in future years with a dedicated budget line
- Possible sites for additional units – at George Lane car park and the Marlborough Community & Youth Centre (MC&YC)
- The **Town Mayor** noted that the doctor's surgery at Great Bedwyn had made a generous offer to donate a defibrillator for the MC&YC, and the **Town Clerk** agreed to follow this up

- Members asked for details of usage to date
- Members noted that the costs of installing a defibrillator at the George Lane toilets could be covered by the project budget

RESOLVED: (i) to replace four of the existing defibrillators

RESOLVED: (ii) to include a budget line for future replacement of four defibrillators in the 2019/20 budget

RESOLVED: (iii) to investigate further the suitability of sites at George Lane and MC&YC

330/18

VENUE HIRE AND BOOKING ADMINISTRATION

Members noted a report from the Town Clerk and considered hire charges to take effect from April 2019 together with the purchase of software to improve the management of facilities and venue booking. Points arising included:

- Whether additional 'package' options could be offered for the Town Hall – e.g. a single rate to simplify weekend events (half day set up, whole day event, half day close down)
- Whether the terms & conditions for MC&YC should be reviewed, e.g. to allow block bookings further in advance for regular users
- Whether the income from MC&YC hire covered the costs of running the building

Members agreed that a small one-off Working Party should address some of the more complex questions raised about the charges for venue hire in the Town Hall and MC&YC in order to make a recommendation to the Finance & Policy Committee.

RESOLVED: (i) that the cost of facilities and venue booking software be recommended to the Finance & Policy Committee to be added to the budget for 2019/20

RESOLVED: (ii) that a Working Party should be set up to finalise recommendations to go to Finance & Policy Committee

331/18

BUDGET SETTING 2019/20

Members discussed expected expenditure/income in order to consider a Property budget for 2019/20. Two changes were recommended: an increase to the Town Hall budget to enable better marketing of the venue (increase to £3,000), with a reduction for the MC&YC budget with no net change to the overall budget. It was noted that slight modifications may be required to the MC&YC budget lines once more information was available following meetings of the Staffing and Finance & Policy Committees

RESOLVED: to recommend the Property budget with two changes to the Finance & Policy Committee

332/18

EXCLUSION OF PRESS AND PUBLIC

RESOLVED: that under the Public Bodies (Admission to Meetings) Act 1960, the public and representatives of the press and broadcast media be excluded from the meeting during the consideration of the following item of business as publicity would be prejudicial to the public interest because of the confidential or commercial nature of the business to be transacted

333/18

TOWN COUNCIL-OWNED PROPERTIES

RESOLVED: that a separate minute be issued for this item due to its confidential nature

The meeting closed at 9.35 pm

Signed: Date:
Chairman