

## Marlborough Community and Youth Centre

**Summary** – This report asks Members to note an update from the MCYC Working Party and consider a recommendation from the Staffing Sub Committee.

### 1. Background

As agreed at the Full Council meeting on 22 May members of the Working Party for the Marlborough Community & Youth Centre would be the Town Mayor and Cllrs Ross, Farrell, Cairns, Price and Wilson (Min No. 40/17). The Working Party met on 7<sup>th</sup> June, notes of this meeting are at **Appendix 1**.

### 2. Update

In addition to the notes, other updates are:

- The lease was signed as planned on Monday, 12<sup>th</sup> June
- The locks on the front doors have been changed and unlocking and locking up rotas for hirings are being drawn together
- A contract with a cleaning employee has been agreed
- Photos of the electricity, gas and water meters have been taken and readings recorded
- As it has been agreed to honour existing bookings up to September, we have met with Barnardo's to look at alternative venues whilst the building is closed for part of the summer. Also for the Duke of Edinburgh Scheme
- We are currently looking at the service agreements around security alarms, boiler maintenance, fire alarms and fire extinguishers, the lift, etc
- It has been confirmed that an inventory of contents drawn up by WC means that listed contents now belong to the Town Council
- The Grounds Team has begun work around the building in terms of litter picking and weed control.

### 3. Promotion and Publicity

A call is being made for a small number of community members to step forward to join the Working Party, a message which has already been sent through the Greyhound Newsletter in Town and Country magazine. A Press Release will be issued as well as an external sign introducing the Town Council as running the building under its new name - Marlborough Community & Youth Centre.

### 4. Remedial Works

The Working Party felt that it would be good if Councillors could help clear and clean the building ready for proper repair and structural works. Dates for diaries are **Thursday, 29<sup>th</sup> June** and **Saturday, 1<sup>st</sup> July**. Details of timings will be given at the meeting.

### 5. Staffing Sub Committee Recommendation

At the meeting on 19th June 2017, members of the Staffing Sub Committee recommended to Full Town Council that a Project Manager is appointed to deal with internal and structural works to the Marlborough Community & Youth Centre (to deal with Building Regs and major refurbishment work, asbestos removal and alterations to the structure of the building). This expertise cannot be provided in-house. Members are reminded that works to the building need to be completed within 12 months of the start date of the lease.

### 6. Points to Note

Under the Scheme of Delegation, work around this property will normally fall to the Property Committee referring to Full Council as necessary

### 7. Financial Implications

A revenue budget is in place to cover the costs of the running of the building – cleaning, utilities, licences, business rates, etc. No capital budget is yet in place. In terms of the costs of the Project Manager,

Members may like to consider using the balance of the ear marked reserves set aside for these costs for the George Lane Toilets works.

**Town Clerk's Recommendation**

The Town Clerk recommends that Members -

- i) Note the report from the Working Party
- ii) Agree the recommendation from the Staffing Sub Committee that a Project Manager is taken on to follow through on structural alterations and remedial work
- iii) That any other Councillors wishing to sit on the Working Party be nominated
- iv) That the next meeting takes places soon to discuss the structural and remedial works and capital funding

**Town Clerk/Office Manager**

**June 2017**

## Ear Marked Reserves

**Summary** - This report is for Members to agree Ear Marked Reserves in accordance with para 4.2 and 4.9 of Financial Regulations.

### 1. Background

At the F&P meeting of 12<sup>th</sup> June, Members made the following resolution:

**RESOLVED:** to recommend to Full Town Council that approval of Ear Marked Reserves in line with paras 4.2 and 4.9 of Financial Regulations.

Ear Marked Reserves are monies in reserves that are set aside for a stated purpose. These are a means of building up funds to meet known or predicted liabilities and ongoing projects. Funds should be used for the item for which they have been set aside or be transferred in whole or in part, to the General Reserve if it is found they are no longer required.

### 2. Financial Regulations

Unspent provisions in the revenue budget cannot be carried forward to a subsequent year unless placed in an ear marked reserve. Members should periodically judge whether ear-marked reserves are still required. At the Full Council Meeting of 6<sup>th</sup> March 2017, the following resolution was made (Min.554/16):

#### EAR MARKED RESERVES

Members noted a report by the Town Clerk and considered a recommendation about Ear Marked Reserves in line with para.4 of Financial Regulations.

**RESOLVED:** (i) all the current ear marked reserve headings should remain for 2017/18

**RESOLVED:** (ii) that sums should be set aside for the Marlborough Puppet Festival and the Civil War Re-enactment

**RESOLVED:** (iii) that final figures for ear marked reserves should be brought back to Full Council to note after the end of the 2016/17 financial year

### 3. Ear Marked Reserves at 31.3.17

Following adjustments at the year-end close and the above the resolution, the Council started the Financial Year with the following Ear Marked Reserves with 2 new ones as agreed - Puppet Festival (£1,000) and the Civil War Re-enactment (£1,000). An additional line below is the balance of the Public Works Loan for the George Lane Toilets.

#### CURRENT EAR MARKED RESERVES 2016/17

Town Hall Restoration/Maintenance	£150,000
Open Spaces (Capital Projects)	£ 9,197
CCTV Project	£ 3,256
Heritage Fund	£ 5,000
Civic Fund	£ 5,000
Cemetery Extension	£ 22,000
Neighbourhood Plan	£ 26,450
Youth Council Skatepark Shelter/Seating	£ 1,000
George Lane Toilets	£ 22,492

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Toilets/PWL Loan Balance	£ 54,508
Puppet Festival	£ 1,000
Civil War Re-enactment	<u>£ 1,000</u>
<b>Total Ear Marked Reserves</b>	<b>£300,903</b>

The Ear Marked Reserves shown in the Committee Reports will differ from the above as expenditure is incurred for these projects throughout the year. This will be particularly noticeable as final payments for the George Lane Toilets are paid and also for the Neighbourhood Plan. Another line also included for CIL payments as these are not part of the Council's budgets and have to be handled separately. We are awaiting details on exactly how these funds should be managed so until we receive this direction, this money will be ring fenced as an Ear Marked Reserve.

#### **4. General Reserves**

At the 2016/17 year end, the General Reserves were £160,971. As Members are aware this reduction is due to the purchase of 2 flats at 3, Kingsbury Street. The recommended level for these reserves is between 3-6 months of the annual precept. The precept for 2017/18 is £600,913. So, our reserves should ideally be between £150,228 and £300,456 and are currently at the lower end of this.

**Town Clerk Recommendations** - The Town Clerk recommends that Members approve Ear Marked Reserves for 2017/18 as recommended by the F&P Committee.

**Town Clerk June 2017**