

**MARLBOROUGH TOWN COUNCIL
PROPERTY COMMITTEE**

Minutes of a meeting of the **Property Committee** which was held on **Monday, 4th July 2016** in
the **Council Chamber, Town Hall, Marlborough** at 8.03 pm

PRESENT	Councillor G. Loosmore Councillor B. Castle Councillor Mrs E.M. Hannaford-Dobson Councillor N. Fogg Councillor Mrs M. Rose Councillor M. Hall Councillor A. Light	Chairman
ALSO PRESENT	Mrs S. Parker Mrs D. Whitehall Councillor S. Dobson Councillor R. Allen Mrs S Pryor	Town Clerk Administrator Observing Observing The Adviser

PUBLIC QUESTION TIME

There were no questions.

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APOLOGIES

Apologies for absence were received from Cllr. Lam and the Town Mayor.

137/16

DECLARATIONS OF INTEREST

Cllr. Light – agenda item 10 – 3 Kingsbury Street – non-pecuniary.

138/16

CHAIRMAN'S ANNOUNCEMENTS

The Town Clerk and the Chairman had attended a presentation by Carlton Brand and Cabinet Member, Dick Tonge, who were informing town and parish councils of plans to deal with community asset transfers over the next few years. This would follow the pilot scheme now completed with Salisbury City Council where a bundle of assets and services were transferred at the same time. Wiltshire Council would be phasing the transfers on a town-by-town basis with Marlborough being in the final tranche. A meeting would take place with Wiltshire Council within the next few weeks and a report submitted to the next Full Town Council on 25th July.

139/16

MINUTES

RESOLVED: that the minutes of the meeting of 4th April 2016 were approved as a correct record and signed by the Chairman.

140/16

TOWN CLERK'S REPORT

Members noted the Town Clerk's report.

141/16

REPORT ON TOWN COUNCIL PROPERTIES

Members noted the report by the Office Manager and considered a recommendation about carpets in a Town Council-owned property.

RESOLVED: to replace the carpets at Recreation Ground Cottage No. 1 in line with best practice.

TOWN HALL WORKS

Members noted the Town Clerk's report on various works at the Town Hall. A letter from the Marlborough Players was considered along with recommendations about access control equipment and a hearing loop system.

Members also discussed adding an item to a future agenda to consider the purchase of cookers for the ground floor and first floor kitchens.

i) Access Control for the Council Chamber

Following the meeting held on 4th April 2016 (Min No 611/15) quotations had been obtained for a keypad entry system to the Council Chamber. Main discussion points included:

- That the existing locks met insurance requirements
- The keypad had been originally suggested to enable Councillors easier access to the Chamber but may have a visual impact on the original wooden door
- Alternative arrangements for access and security of the Chamber
- That the Court Room could be used rather than the Chamber to inspect planning documents

RESOLVED: to review current access arrangements to the Council Chamber and reinforce the need to keep the room locked when not in use.

ii) Hearing Loop System

Members noted a request from a member of the public about the need for a hearing loop system and considered quotes. Main discussion points included:

- That a failing transformer on the current system resulted in users hearing only an interference sound
- That it was likely that the existing system was incompatible with modern hearing aids
- Quotations had been obtained for the entire hall (option 1) and for a portable system (option 2)
- That the Town Council was obliged to provide some sort of hearing loop system to properly meet its obligations under the DDA
- Whether a microphone system was required for the Council Chamber

RESOLVED: that Option 1 be pursued and that expert advice be obtained on its installation.

iii) Lighting Desk

Members considered a letter from Marlborough Players requesting that the Town Council considers having the lighting desk in the Assembly Room serviced and any faults found repaired following hirings when the lighting desk was reported not to be working. It was noted no members of staff had been trained on using the system.

RESOLVED: that Cllrs. Loosmore and Hall (who had knowledge of these systems) would meet with members of the Marlborough Players to review the system, bringing in a qualified technician if the desk was found to be faulty after testing.

143/16

PUBLIC CONVENIENCES

Following resolutions from Full Town Council on 27th June (Minute No. 117/16), Members considered appointments to a Working Party, a draft Terms of Reference and recommendations on next steps.

RESOLVED (i): that Cllrs. Hannaford-Dobson, Loosmore, Rose, Hall, the Town Mayor and the Town Clerk shall form a Working Party and that membership also be open to the disabled members of the community who could give valuable input to the project

RESOLVED (ii): to agree the Terms of Reference

RESOLVED (iii): to delegate to the Town Clerk to commission an Architect/Quantity Surveyor as necessary

RESOLVED (iv): to delegate to the Town Clerk to investigate further the possibility of a short term loan with the Public Works Loan Board

RESOLVED (v): to delegate to the Town Clerk to investigate any VAT implications related to the project

144/16

EXCLUSION OF THE 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 nature of the business to be transacted

Mrs Pryor left the meeting

145/16

3 KINGSBURY STREET

Members noted a report from the Town Clerk and considered recommendations about the Kingsbury Street building.

RESOLVED (i): a price for negotiation was agreed for the Town Clerk to continue discussions with the vendors

RESOLVED (ii): to delegate to the Town Clerk to commission a structural survey as soon as possible

RESOLVED (iii): to delegate to the Town Clerk to seek legal advice concerning any possible future rental of the property

RESOLVED (iv): to delegate to the Town Clerk to obtain costings for renovations which would bring the property up to satisfactory standard

Cllr. Light did not vote

The meeting closed at 8.52 pm

Signed
Chairman

Date