

MARLBOROUGH TOWN COUNCIL

PROPERTY COMMITTEE

Minutes of a meeting of the **Property Committee** held on the **13th July 2015** in the **Council Chamber, Town Hall, Marlborough at 8.00 pm.**

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

PUBLIC QUESTION TIME

There were no questions.

159/15 APOLOGIES FOR ABSENCE

An apology for absence was received from Cllr. N. Fogg.

160/15 DECLARATION(S) OF INTEREST

Cllr. A. Light – Agenda Item 10 – Additional Cupboard for Town Hall – non pecuniary.

161/15 CHAIRMAN'S ANNOUNCEMENTS

The Chairman welcomed Cllr. Dobson back to the Committee.

162/15 MINUTES

RESOLVED: that the minutes of the Property Committee's meeting held on 30th March 2015 be approved and signed by the Chairman as a correct record.

163/15 TOWN CLERK'S REPORT

The Town Clerk's report was noted. Cllr. Mrs Dobson queried whether changes in rateable value affected the proposals concerning public conveniences in the town. The Town Clerk reminded the Committee that this had been given a high priority and was to be revisited by Full Town Council.

164/15 REPORT ON TOWN COUNCIL PROPERTIES

The report on Town Council properties was noted. Expenditure of £2,615.00 for redecoration at 2A Kingsbury Street was queried – it was clarified that this cost included new flooring for several rooms, new kitchen worktops as well as full re-decoration. The expenditure had been authorised by the Town Clerk in line with

para 3.2 of the Scheme of Delegation and Financial Regulations para 4 and 10.3, who had properly consulted with the Chairs of Property, Finance & Policy and the Town Mayor.

165/15

TOWN HALL WORKS

The Town Clerk's report was noted.

The Committee agreed that the notice boards on the Town Hall were in a poor state and should be replaced.

RESOLVED: that the Town Clerk obtain quotations for new notice boards, to include a variety of types including open and closed boards and in a range of materials.

The Committee agreed that the purchase of a lectern would enhance the offering to hirers of the Town Hall as well as for use at civic and council events.

RESOLVED: that the Town Clerk obtain quotations for alternative types of wooden lectern, both stand-alone and with a built in microphone system.

166/15

EXCLUSION OF THE PRESS & PUBLIC

RESOLVED: that in view of the confidential nature of the business about to be transacted, the press and public were excluded from the remainder of the meeting in accordance with Section 1 (2) of the Public Bodies (Admission to Meetings) Act 1960.

Members of the Press left the meeting.

167/15

RESIDENTIAL PROPERTY

A report by the Town Clerk was noted.

- i) **RESOLVED:** unanimously that a Working Party be set up, comprising members of the Property Committee together with the Town Clerk and Grounds & Estates Manager, to draft a lettings policy and define associated criteria for that policy, including frequency of policy review.
- ii) **RESOLVED:** by 5 votes for with 2 against that residential rents be increased to within an agreed percentage of open market rates, with the exception of the two properties that had fallen behind by nearly 50%, in which case 12 months notice should be given of the rent increase. The agreed percentage would be common to all properties and recommended by the Working Party.
- iii) **RESOLVED:** that the Working Party should make a recommendation on whether the management of residential lettings should remain in-house or be outsourced to a managing agent.
- iv) **RESOLVED:** that new carpets should be purchased for No 2 Recreation Ground Cottages.

168/15

ADDITIONAL CUPBOARD AT THE TOWN HALL

Councillor Light did not speak or vote.

RESOLVED: that the Town Council's preferred contractor be asked to undertake the work to build an additional cupboard in the Court Room at the Town Hall.

169/15

TOWN COUNCIL OFFICES – SIGNAGE

A report by the Town Clerk was noted.

RESOLVED that Option 1 for signage to be mounted on a short bracket on the neighbouring property and to delegate to the Town Clerk to obtain necessary consents and, if appropriate, to take the next best option if the preferred option was not viable.

For: Cllrs. Allen, Barrett-Morton, Hall and Lam.

Against: Cllrs. Dobson, Hannaford-Dobson and Rose.

Councillor Light did not vote.

The meeting closed at 9.26 pm

Signed
Chairman

Date