

MARLBOROUGH TOWN COUNCIL

PROPERTY COMMITTEE

Minutes of a meeting of the **Property Committee** held on **Monday 8th January, 2007** in the Council Chamber, Town Hall, Marlborough at 7.35 p.m.

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| PRESENT | Councillor Mrs E.M. Hannaford-Dobson Councillor B. Castle Councillor S.R. Dobson Councillor G. Francis Councillor P. Cossey | Chairman Mayor |
| ALSO PRESENT | Mrs Pam Dobson Mrs Sue Fry Mr. N. Kerton | Town Clerk Office Manager Wiltshire Gazette and Herald |

NOTICE OF MEETING – Public Notice of the Meeting has been given in accordance with Schedule 12, paragraph 10 (2) of the Local Government Act 1972.

400/06 APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors W.B. Cavill and A. Kirk-Wilson.

401/06 DECLARATIONS OF INTEREST

There were no Declaration of Interest

402/06 CHAIRMAN'S ANNOUNCEMENTS

The Chairman announced that Agenda Item 5 will be moved to the end of the meeting and placed in Part 2 due to the nature of business to be discussed.

This was agreed unanimously.

403/06 UPDATE FROM TOWN CLERK ON OUTSTANDING PROPERTY MATTER

a) 1 & 2 Kingsbury Street (formerly Oxfam)

The Town Clerk reported that the prospective tenant has agreed to our terms in full and that a new lease was signed on the 18th December, 2006. An invoice for the agreed dilapidations and costs was submitted to Oxfam in November 06, a reminder for payment was issued last week giving 7 days for settlement to be made, if nothing is received then a solicitors letter will be sent.

b) Cleaning – Chantry Lane Toilets

The Town Clerk informed members that a short term contract for one clean per day until 31st March, 07 was agreed with the cleaners who currently carry out gutter and high cleaning at the Town Hall. As the toilets are not locked over-night it can mean that by the next morning they are in a poor state of cleanliness, a further quote has been received from this company for an additional clean to be carried out in the morning. The Town Clerk informed members that the other alternative would be to lock the toilets over night. Although the cleaners would lock the toilets after cleaning in the evenings existing staff would have to be paid to open them in the mornings this would equate to the same or more cost wise.

Proposed by Councillor B.D. Castle, seconded by Councillor S.R. Dobson and –

RESOLVED: Unanimously that an extra clean is carried out daily.

c) Elcot Lane Pavilion

The Town Clerk reported that the Council's solicitors have submitted a surrender of lease to the trustees for their agreement but to date there is nothing further to report.

d) Update on progress with Asset Register

The Town Clerk reported that progress is being made with the asset register. An inventory that was carried out on the Town Hall in 1984 has come to light which will be of assistance when the register is compiled, it was confirmed that valuations will be included in the new register. Councillor S.R. Dobson requested that consideration should be given to the uses and handling of the Maces at Civic functions, to ensure there continued preservation.

Proposed by Councillor B.D. Castle, seconded by Councillor G. Francis and –

RESOLVED: Unanimously that the care and use of the Maces should be placed on the next agenda of the Policy Review Committee.

e) Reproduction of Aerial Photograph

The Town Clerk reported that the photograph has been returned reframed and that a copy of the book will be sent when it is published.

404/06

REGISTRATION SERVICE

The Town Clerk informed members that a consultation is to be held in the middle of this month. Contact has been made with other Clerks in the area and to date two have replied both of whom have voiced their disapproval at the proposed changes.

405/06

REVISED HIRING AGREEMENT FOR TOWN HALL

a) Revised Terms and Conditions

RECOMMENDED: Unanimously that the revised Terms and Conditions be accepted.

b) Rationalised Booking Form for Commercial and Non Commercial bookings.

Proposed by Councillor S.R. Dobson, seconded by Councillor B.D. Castle and –

RECOMMENDED: by 4 votes for, with 1 abstention (Cllr. G. Francis recorded as abstaining) that the forms be accepted with the following amendments –

i) The Councils policy on no smoking should be put in a text box and placed just above the signature line.

ii) The rate for Local Charities and Organisations be re-instated but clearly defined as rates for Charities and Organisations native to Marlborough and who directly benefit the town and its people.

c) Booking Form for Civil Weddings/Partnership Ceremonies.

RECOMMENDED: Unanimously that this form be accepted.

d) Hiring Rates Applicable from 1st April, 2007.

RECOMMENDED: Unanimously that these rates be accepted.

406/06

TOWN HALL TOILET BLOCK

The Town Clerk reported on concerns that Councillor Cavill had expressed regarding the materials used in the closure of the Town Hall toilets. The committee were informed that the closure had been carried out under the guidance of Kennet District Council and that all criteria had been met and the final appearance had been accepted in writing. Although members were sympathetic to Councillor. Cavill's concerns, it was noted that this is a temporary method of closure and that no concerns have been raised by Kennet District Council, therefore no action should be taken.

PART 2

Proposed by the Chairman – Councillor Mrs E.M. Hannaford-Dobson, seconded by Councillor S.R. Dobson, and unanimously **RECOMMENDED** that under the Local Government Act 1972 the Public and Press be asked to leave the meeting, due to the fact that legal and confidential matters were to be discussed.

COURT ROOM – TOWN HALL

The Town Clerk informed members that following the inspection of the cracks in the Court Room immediate action was taken to erect scaffolding and propping of the arches. After the removal of the plaster, photographs were taken, the results of which were shown to the committee, the Committee also visited the Court Room to inspect the sites where the plaster had been removed.

The Town Clerk reported that she had received quotations from four Structural Engineers all of whom would be available to commence work within the next 2 weeks.

After discussion it was –

Proposed by Councillor S.R. Dobson, seconded by Councillor G. Francis and -

RESOLVED: Unanimously that the Town Clerk contact the Insurance Company to ascertain if the works to be carried out are covered by the Insurance Policy. If this is the case will they supply their own Structural Engineer. If the works are not covered by Insurance then the Chairman, Vice Chairman, Mayor and Town Clerk be given delegated powers to appoint a Structural Engineer from the list provided by the Town Clerk. This will enable work to proceed without a long delay.

The meeting closed at 8.32 pm

