

MARLBOROUGH TOWN COUNCIL

PROPERTY COMMITTEE

Minutes of the meeting of the **Property Committee** held on **Monday 8th November 2006** in the **Committee Room, Council Offices, 5 High Street, Marlborough** at **7.00 pm**

PRESENT Councillor Mrs E.M. Hannaford Chairman
 Councillor B. Castle Town Mayor
 Councillor S. Dobson
 Councillor W. B. Cavill
 Councillor P. Cossey

ALSO PRESENT Mrs Pam Dobson Town Clerk

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.

297/06 APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillor G. Francis and Councillor A. Kirk Wilson

298/06 DECLARATIONS OF INTEREST

There were no Declarations of Interest

299/06 CHAIRMAN'S ANNOUNCEMENTS

The Chairman reported that the Town Clerk had negotiated under delegated powers a new short-term cleaning contract to take us until the end of this financial year. The new contractor already supplies specialist cleaning services at the Town Hall and is 70% cheaper than using KDC operatives.

The Chairman also reported that the Marlborough Lights Committee had agreed to underwrite £400 for lights to be used on the Town Hall. The Town Clerk will continue to progress the matter.

300/06 PROPERTY COMMITTEE ESTIMATES 2007/2008

Councillor Cavill expressed his concern that the estimates had not been circulated in advance of the meeting to allow the figures to be considered in detail and proposed that the discussions should be adjourned. This proposal was not seconded.
The Town Clerk/RFO apologised that she had been unable to circulate the estimates earlier and explained that a problem with the finance software had delayed the preparation of the half-year end budget. The figures required to prepare the estimates were only available Monday and as a new committee whose responsibilities are split between two former committees the budgets had to be re-written.
Members gave consideration to the estimates prepared by the Town Clerk and Chairman of Property Committee.

The Mayor left the meeting at 7.25 p.m.

The Town Clerk declared an interest in Cost Centre 110 – 1007

Consideration was given to the establishment of a number of reserves for maintenance, and to the investigation of alternative heating and lighting provision for the Town Hall.

Proposed by Councillor S. Dobson, seconded by Councillor P. Cossey and –

RECOMMENDED: unanimously that a Corporate Property Maintenance Reserve is created and any unspent provision from the Property Maintenance budget should be transferred to the Reserve each year.

Proposed by Councillor S. Dobson, seconded by Councillor P. Cossey and

RECOMMENDED: unanimously that a Town Hall Interior Maintenance Reserve is created and any unspent provision from the Interior Maintenance budget should be transferred to the Reserve each year.

Proposed by Councillor S. Dobson, seconded by Councillor W. B. Cavill and

RECOMMENDED: unanimously that a Lift Replacement Reserve is created and any unspent provision from the Lift Maintenance budget should be transferred to the Reserve each year.

Proposed by Councillor P. Cossey, seconded by Councillor S. Dobson and

RECOMMENDED: unanimously that a Town Hall Exterior Maintenance Reserve is created and any unspent provision from the Exterior Maintenance budget (formerly the renovations budget) should be transferred to the Reserve each year.

Proposed by Councillor S. Dobson and seconded by P. Cossey and

RECOMMENDED: unanimously that the estimates considered by the Property Committee and attached hereto are submitted to the Finance and Policy Committee for inclusion in the budget.

Meeting closed at 8.28 p.m.