

Marlborough Town Council



Property Committee

Minutes of a meeting of the Property Committee held Monday, 7 April 2025
in the Council Chamber, Marlborough Town Hall at 7pm

PRESENT	Councillor Mervyn Hall	Chair
	Councillor Mark Cooper	
	Councillor Caroline Thomas	
	Councillor Emily Trow	Vice Chair
	Councillor Caroline Sadler	
	Richard Spencer-Williams	Town Clerk
	Dawn Whitehall	Corporate Services Officer

PUBLIC QUESTION TIME

There were no members of the public present.

- 413/24 APOLOGIES**
Apologies for absence had been received from **Councillor Farrell** and the **Town Mayor Councillor Cleasby**.
- 414/24 DECLARATIONS**
There were no declarations.
- 415/24 CHAIR'S ANNOUNCEMENTS**
There were no announcements.
- 416/24 MINUTES**
RESOLVED: that the minutes of the meeting held 22 October 2024 were approved as a true record and signed by the Chair
- 417/24 ACTION LOG**
Members noted the updated action log.

#256 Elcot Pavilion - ACTION: Councillor Hall to follow up with the Boxing Club to discuss the lease, offer advice on seeking new Trustees and suggest sources of grant funding

418/24 REPORT ON TOWN COUNCIL PROPERTIES

Members noted the Office Manager's report.

Members asked for the condition of the Elcot Lane pavilion to be included on future reports: the Boxing Club had reported water ingress from the roof meaning one changing room was not currently in use.

Since the report was published, the platform lift at the Town Hall had been decommissioned as obsolete because parts were no longer available to repair it. This would be discussed at agenda item 11 (property risk management).

419/24 TOWN HALL AND COMMUNITY AND YOUTH CENTRE BOOKINGS

Members noted the update report on venue hirings. Although the pattern of hirings was changing, the number of bookings remained stable, and it was good to see an increase in youth groups using the Community and Youth Centre.

420/24 WORKSHOP EXTENSION

The Town Clerk gave a verbal report on progress with the project to extend the workshop at Salisbury Road Recreation Ground:

- Work to the roof was complete and scaffolding had been removed
- A site meeting was held on 7 April to discuss fit-out requirements: ramps, position of internal walls, electrical sockets etc
- The next phase would be to create the internal layout and fittings

421/24 COMMUNITY AND YOUTH CENTRE

Members noted the update report on building maintenance works at the Community and Youth Centre, and that the Year 1 building works were mostly complete.

Work to create a management committee was moving slowly, with membership still being encouraged. In the meantime, it was agreed that work to redecorate the interior should go ahead, and Members suggested a graphical e-newsletter to encourage participation in the management committee and gain engagement.

ACTION: Town Clerk to work with Youth Development Worker on creating an e-newsletter to share information and encourage participation

422/24 BUDGET REPORT MONTH 11

Members considered the Property finance report for month 11 with no issues arising.

423/24 PROPERTY PORTFOLIO – FINANCIAL RISK MANAGEMENT

Members noted the Town Clerk's report and considered the maintenance risks to the Council's properties and the financial requirements needed to ensure their satisfactory upkeep.

The **Chair** explained the background and the desire to create a property risk register, focusing initially on big ticket items (e.g. roof replacement; heating systems; lift or other equipment obsolescence). The register would list properties, identify risks and estimate timescales, probability and cost, allowing for budget reserves to be built up to cover unplanned future property expenditure due to mechanical failure or building faults. This had been highlighted in 2024 when the Town Hall boilers had failed, necessitating an unplanned large expenditure drawn from general reserves.

The **Chair** agreed to work with the Town Clerk to draw up a preliminary list, make rough estimates of the costs of repair or replacement, and assign probability scores to each item. All agreed that this work should go ahead for review in the next Council term.

By way of an example, the **Town Clerk** advised that the platform lift at the Town Hall had recently failed and could not be repaired as parts were now obsolete. Quotations were being obtained for a replacement but in the meantime, there would be inconveniences for disabled users, some of whom may need to move between different areas by going outside, using the front and side entrances to access different levels of the building and/or toilets. The passenger lift between the ground and first floor was still working.

RESOLVED: (i) to replace the platform lift in the Court Room at the Town Hall

RESOLVED: (ii) to delegate a decision on replacing the platform lift to the **Town Clerk** and **Councillor Hall**, up to a limit of £20,000

424/24 INCOME GENERATION WORKING PARTY TERMS OF REFERENCE

Members noted the Town Clerk's report and **Councillor Thomas'** draft terms of reference. It was agreed to defer this item to the next Council term.

425/24 RENTERS' RIGHTS BILL

Members noted the Town Clerk's report and the changes that were likely once the Bill becomes law. Discussion points included:

- Periodic tenancies – implications, and questions about permissible periods
- Whether to investigate costs of legal and rental protection insurance
- Whether to create a tenancy selection panel comprising Councillors, the Town Clerk and Officers
- Whether there would be costs associated with the requirement to join the Landlord Ombudsman service
- That local authorities would likely oversee the new rules, and that fines were likely to be substantial. A possible levy may accompany this, and should be considered in the budgeting cycle
- Questions about the quality of advice from the Town Council’s agent

RESOLVED: to create a tenant selection panel

The meeting closed at 8.21 pm

Signed: Date:
Chair