

Marlborough Town Council



Property Committee

Minutes of a meeting of the Property Committee held Monday, 28 September 2026 in the Council Chamber, Marlborough Town Hall at 7pm

PRESENT	Councillor Mervyn Hall	Chair
	Councillor Mark Luson	Town Mayor (<i>ex officio</i>)
	Councillor Mark Cooper	
	Councillor Emily Trow	
	Councillor Caroline Sadler	Vice Chair
	Richard Spencer-Williams	Town Clerk
	Dawn Whitehall	Corporate Services Officer
ALSO PRESENT	Councillor Richard Pitts	Observing

PUBLIC QUESTION TIME

There were no members of the public present.

201/26 APOLOGIES

Apologies for absence were received from **Councillor Beaumont**.

202/26 DECLARATIONS

Councillor Hall – item 12 (Elcot Pavilion) – non-pecuniary interest.

203/26 CHAIR'S ANNOUNCEMENTS

There were no announcements.

204/26 MINUTES

RESOLVED: that the minutes of the meeting held 27 July 2026 were approved as a true record and signed by the Chair

205/26 ACTION LOG

Members noted the updated action log. The outstanding action point would be discussed later in the agenda.

206/26 REPORT ON TOWN COUNCIL PROPERTIES

Members noted the Office Manager's report on recent works at Town Council owned properties.

207/26 TOWN HALL AND COMMUNITY AND YOUTH CENTRE BOOKINGS

Members noted the update report on venue bookings. Discussion points included:

- Income on Town Hall hirings was higher than in the same period last year
- Income on Marlborough Community & Youth Centre (MCYC) hirings was lower than in the same period last year
- A reduced hiring fee for the Marlborough Area Youth Forum (MAYF) was affecting MCYC figures. This hiring is paid annually and was due for payment soon.
- The Treasurer for MAYF was now Mervyn Hall
- The Town Clerk provided details on the types of groups using MCYC

ACTION: check that MAYF invoice was sent to the new Treasurer, Mervyn Hall

208/26 BUDGET REPORT MONTH 5

Members noted the budget status at month 5:

- Members noted that there was pressure on the Property Maintenance budget and Ear Marked Reserve (EMR): work to windows at 1 & 2 Kingsbury Street and electrical works at a number of properties had been significant costs so far this year
- Urgent works were required at Elcot Pavilion where the roof was leaking and there had been an internal water leak. Costs were not yet known, but this could well use up most of the remaining 2026-27 maintenance budget and reserve

209/26 BUDGET 2027-28

Members considered the Committee's budget requirements for 2027-28:

- Proposed priority Projects were considered: Members noted that priority 6 (Town Hall loft room) could be delayed if necessary, although Members were keen that the stage lighting system remain a priority
- The Property Maintenance budget should be increased to £58,030 in order to meet anticipated costs documented in the Property Risk Register
- Inflation on provided services should be assumed at a 4% increase
- Venue hire costs should be increased by 4%
- The Property Maintenance EMR would need to be reviewed because of high costs in 2026-27

RESOLVED: to instruct the Town Clerk to prepare the Property Budget for 2027-28 as discussed

210/26 COMMUNITY AND YOUTH CENTRE

Members noted the Deputy Town Clerk's update report on the water supply, and noted different spikes in readings in samples, particularly for nickel. Ongoing actions were noted, and it was agreed to continue to monitor the situation.

211/26 TOWN HALL 'HIDDEN ROOM'

Members noted the update report on the planning application to develop the attic, and that the Town Council's architect would meet Wiltshire Council's conservation officer on site to discuss the proposals as part of the pre-application process.

212/26 ELCOT PAVILION

Members noted the Town Clerk's report on the status of the building at Elcot Pavilion, and recent engagement with Marlborough Boxing Club (MBC), which currently leased the building under a 'repairing lease'. Discussion points included:

- A Trustee of MBC had recently met with the Town Clerk and returned the keys.
- Whether to enter into a formal deed of surrender, ending the repairing lease with MBC.
- The Boxing Club was no longer active and could be dissolved once the lease had been surrendered.
- The Town Clerk and Councillor Hall had recently inspected the building – a leaking pipe had flooded the floor and there was water ingress from the roof. These should be rectified as soon as possible to prevent further deterioration.
- The electricity supply had been cut off. The Office Manager was investigating the cost of reconnecting the supply, and whether there were outstanding electricity bills.
- The Town Council had taken over responsibility for MBC's water account.
- Other immediate works would include repairs to the female toilet, a general clean and tidy, a reduction of an adjacent hedge, external lighting and repainting the building.
- Whether volunteers could help with repainting the building.

Earlier in the day the Town Clerk and Councillor Hall had met with a group of people who were keen to restart a boxing group, with a focus on providing help to young people with addiction problems combined with physical activity and a safe place to meet and talk. It was in the early stages but had backing from individuals and a church. The group's use of the building on a rental rather than lease basis had been agreed as the best approach. It was currently deciding on the best way to form the group, e.g. as a Charitable Incorporated Organisation. Members noted that a rental arrangement with the group would allow the building to be hired to other potential users, e.g. martial arts groups.

RESOLVED: (i) that the Town Clerk seek a formal deed of surrender from the remaining trustee or trustees of Marlborough Boxing Club subject to confirmation of the quoted legal cost of £850 +VAT

Having declared an interest because a member of his family was associated with a potential new boxing club, Councillor Hall did not vote on the following item

RESOLVED: (ii) that the approach to repairing the building and liaising with a potential new boxing group was approved

213/26 EXCLUSION OF PRESS AND PUBLIC

There were no members of the public present.

214/26 TENANCY CONSIDERATION UPDATE

Members noted an update report by the Town Clerk and agreed next steps.

The meeting closed at 8.17 pm

Signed:
Chair

Date: