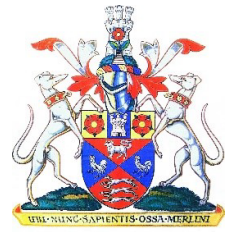


# Marlborough Town Council

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15 October 2024

To: Councillors serving on the Property Committee – Councillors Mark Cooper, Lisa Farrell, Mervyn Hall (Chair), Caroline Sadler, Caroline Thomas, Emily Trow (Vice Chair) plus the Town Mayor Councillor Kym-Marie Cleasby

Dear Councillor

## Property Committee

You are **summoned** to attend the next meeting of the **Property Committee**, which will be held on **Tuesday, 22 October 2024** at **7pm** in the **Council Chamber, Marlborough Town Hall**.

Yours sincerely

*Richard Spencer-Williams*

Richard Spencer-Williams, PSLCC

**Town Clerk**

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If members of the public wish to attend they should notify the Town Clerk of this by noon on the Friday before the meeting. Places will be allocated on a first come first served basis. Organisations and interest groups are asked to send one delegate. Some members of the public may not be allowed to attend if all the allocated seats are taken.

If members of the public wish to attend and ask a question they should also notify the Town Clerk of this prior to the meeting and provide their question in writing at the same time. If members of the public wish to ask a question, but not attend, they can provide the question in writing to the Town Clerk by noon on the day of the meeting, and a written response will be provided.

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## PUBLIC QUESTION TIME

In accordance with Standing Order 3(f), members of the public may ask questions of the Property Committee. The time allocated for this should not exceed 10 minutes and be limited to 1 question per person unless directed otherwise by the Chair. A full response may not be possible without further research, and the Chair may direct that a written or oral response be given.

## AGENDA

- 1. Apologies for absence**
- 2. Declarations of interest**  
To receive any declarations of interest or requests for dispensation
- 3. Chair's announcements**
- 4. Minutes**  
To approve and sign the minutes of the meeting held on 22 July 2024
- 5. Action Log**  
To note and review the Action Log
- 6. Report on Town Council Properties**  
To note a report by the Office Manager about Town Council-owned properties
- 7. Town Hall and Community and Youth Centre Bookings**  
To note the update report on the Town Hall and Community and Youth Centre bookings
- 8. Town Hall Heating**  
To receive a verbal update report by the Town Clerk on the Town Hall boiler replacements
- 9. Workshop Extension**  
To receive a verbal update report by the Town Clerk on the Workshop extension
- 10. Community and Youth Centre**  
To note the update report on the building maintenance works at the Community and Youth Centre
- 11. Fire Risk Assessments**  
To note and consider the work to be undertaken on fire risk assessments for Council properties
- 12. Finance Report Q2**  
To note and consider a Property finance report for Quarter 2 (month 5)
- 13. Budget 2025 26**  
To consider the Committee's priorities and budget requirements for 2025 26

# Marlborough Town Council



## Property Committee

### Minutes of a meeting of the Property Committee held Monday, 22 July 2024 in the Council Chamber, Marlborough Town Hall at 7.00pm

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<b>PRESENT</b>	Councillor Mervyn Hall	Chair
	Councillor Kym-Marie Cleasby	Town Mayor
	Councillor Lisa Farrell	
	Councillor Mark Cooper	
	Councillor Caroline Thomas	
	Councillor Caroline Sadler	
	Clare Harris	Deputy Town Clerk
	Dawn Whitehall	Corporate Services Officer

#### ALSO

**PRESENT** 1 member of the public

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#### PUBLIC QUESTION TIME

There were no questions.

#### 117/24 APOLOGIES

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

#### 118/24 DECLARATIONS

There were no declarations of interest.

#### 119/24 CHAIR'S ANNOUNCEMENTS

The Town Council had received a courtesy request from the Bowls Club to remove pillars supporting the access gate in order to move the gate to be parallel with the clubhouse wall. When completed this would improve the appearance and increase the available space for car parking. Works had been due to commence on Friday, 19 July.

#### 120/24 MINUTES

**RESOLVED:** that the minutes of the meeting held 29 April 2024 were approved as a true record and signed by the Chair

#### 121/24 ACTION LOG

Members noted the updated action log.

## 122/24 FINANCE REPORT Q1

Members noted a Property Committee finance report for Q1 (month 3) with one question arising: whether it was correct that no current annual budget figure was shown for the Marlborough Community and Youth Centre (MCYC).

## 123/24 REPORT ON TOWN COUNCIL PROPERTIES

Members noted the report by the Office Manager. Discussion points and questions included:

- 3b Kingsbury Street – the **Deputy Town Clerk** updated members on the current legal status of this property. Members expressed frustration at the length of time the legal process was taking and asked for clarification about whether the studio was currently occupied and whether a landlord inspection could be carried out as soon as possible
- Scaffolding had recently been erected at the Town Hall for the installation of a flue to vent the new boilers; it was anticipated that it would only be required for a few days and had been achieved without a requirement for a Traffic Order
- Whether the Boxing Club still use the Elcot Lane Pavilion regularly and the financial status of the arrangement

ACTION: provide an update to members on 3b Kingsbury Street clarifying current status and actions

ACTION: clarify the current status of Marlborough Boxing Club's use of the Elcot Lane Pavilion

## 124/24 VENUE BOOKINGS

Members noted the most recent hiring figures for the Town Hall and MCYC. Discussion points included:

- The Youth Club was now meeting twice a week at MCYC
- Whether it would be possible to use MCYC for both youth clubs and parish council meetings when they were scheduled for the same day as they used different parts of the building and started at different times
- Whether a new column could be added to the Town Hall sheet to show funeral/memorial hirings
- Income had gone down for MCYC when compared with the same period last year; it had increased for the Town Hall

ACTION: check whether MCYC could accommodate parish council and youth club hirings on the same day

ACTION: provide more detail to explain the disparity in MCYC educational group bookings between this year and last year

ACTION: provide funeral/memorial figures as a separate item on future hiring reports

## 125/24 TOWN HALL HEATING

The project was progressing to schedule: the new gas boilers had been installed and were ready to be connected. Scaffolding had been erected to allow the installation of a flue.

## 126/24 WORKSHOP EXTENSION

Documentation for the second phase of the project was expected from the Town Council's agent soon.

Although not related to this agenda item, **Councillor Farrell** referred to an earlier agreement for the Marlborough Youth Forum (MYF) to use the first-floor meeting room at MCYC as a secure storage space and private space to hold safeguarding discussions. However, this had not happened because the room was currently used as an office by the Grounds Manager while the workshop was unavailable. Questions arising included when the room would be vacated by the Grounds Manager; whether the Town Council Apprentice Youth Worker would use this office, and if so, whether it would still be available as a shared space for the MYF.

**ACTION:** **Councillor Farrell** asked that a timeline (stages, if dates were not possible) and plan for use of the first-floor meeting room to be provided in writing

## 127/24 COMMUNITY AND YOUTH CENTRE

Members noted the Town Clerk's report and recommendations.

### **Asset Transfer**

The final copy of the asset transfer document had been received from Wiltshire Council earlier in the day.

### **Maintenance Requirements**

Members considered the Town Clerk's detailed report and proposed 2-year maintenance schedule. Comments included:

- Members noted the asbestos report, including that asbestos had been found present above the IT and pool room ceiling tiles; the **Chair** also raised concern that some users often poked pool cues through the ceiling tiles
- There were different views on whether to repair the boundary wall or replace it with railings, and more information was requested
- That, once surveyed, any work to the roof may require a substantial sum
- A proposed MCYC Management Committee was supported: Members suggested this should comprise one or more Officers, one or more Councillors and one or more service users. They also discussed whether a budget should be allocated to be managed within the Town Clerk's delegated authority. The group would need to begin by electing a Chair and drawing up terms of reference to be agreed by the Town Council

**RESOLVED:** (i) that the building and maintenance needs of the Community and Youth Centre are agreed as stated in principle including the proposed priority

order and general timeline with the exception of the repairs to the boundary wall, where more information was requested

**RESOLVED:** (ii) to establish a Marlborough Community and Youth Centre Management Committee and formulate a 1–3-year management and development plan

**128/24 FIRE RISK ASSESSMENTS**

Members noted the Town Clerk’s report and considered work to be undertaken on fire risk assessments for Council properties.

Since writing the report, the **Deputy Town Clerk** confirmed that more quotes had been obtained from fire risk providers, and that they fell comfortably within the Town Clerk’s delegated financial authority.

**RESOLVED:** that fire risk assessments are progressed for 5 High Street and Kingsbury Street properties as soon as possible, with a commissioning decision delegated to the Chair and Town Clerk if required

**ACTION:** other outstanding fire risk assessments should be considered at the next Committee meeting to agree any priority order for implementation if required

The meeting closed at 7.42 pm

## To note and review the Action Log

#	Action	Min #	Assigned to	Status	Date of meeting	Notes
217	Investigate options for repair and maintenance of rear windows and rainwater goods at Kingsbury Street properties, esp. whether scaffolding required	451/23	Town Clerk	In Progress	19 February 2024	17.4.24 Architect and property agent contacted; specification/costing process started. Funding need on F&P agenda 22.4.24 – property EMR will need replenishing due to impact of boiler replacements at Town Hall. 9 7 24 Guttering now part of routine maintenance; awaiting architect response re: window repair works.
238	Provide an update to members of 3b Kingsbury Street clarifying current status and actions	123/24	Town Clerk	Complete	22 July 2024	Email sent 26 7 24 to Committee explaining status
239	Clarify the current status of the Boxing Club's use of Elcot Pavilion	123/24	Town Clerk	In Progress	22 July 2024	Emailed 25 7 24 to make contact. Follow up call 27 8 24 and 1 10 24.
240	Check whether MCYC could accommodate parish council and youth club hirings on the same day	124/24	Town Clerk	Complete	22 July 2024	Coordinate and appropriate use acceptable
241	Provide more detail to explain the disparity in MCYC educational group bookings between this year and last year	124/24	Town Clerk	Complete	22 July 2024	Email sent 26 7 24 Kumon bookings now online
242	Provide funeral/memorial	124/24	Town Clerk	Complete	22 July 2024	

#	Action	Min #	Assigned to	Status	Date of meeting	Notes
	figures as a separate item on future hiring reports					
243	Provide a timeline and plan for use of first floor meeting (office) room at MCYC	126/24	Town Clerk	Complete	22 July 2024	Email sent 26 7 24; site meeting to clarify shared office use on 27 8 24.
244	Outstanding fire risk assessments to be considered at next meeting, if required	128/24	Town Clerk	Complete	22 July 2024	On agenda 22 10 24

**Town Clerk 9 10 24**



To note a report by the Office Manager about Town Council owned properties

## Properties

- **5 High St Offices** – Fire Risk Assessment carried out
- **5 High St Shop** – Fire Risk Assessment carried out
- **5 High St Flat 2** – Change of tenant on 24 September. Sparkle clean carried out and replacement cooker installed
- **1/2 Kingsbury St Shop** – Nothing to report
- **1A Kingsbury St Flat** – Nothing to report
- **2A Kingsbury St Flat** – Replacement shower pump installed; minor electrical works carried out
- **3 Kingsbury St Shop** – Nothing to report
- **3a Kingsbury St. Studio Flat** – Nothing to report
- **3b Kingsbury St. Studio Flat** – legal, proceedings pending
- **Recreation Ground Cottage No. 1** – Replacement shower installed; window repairs carried out
- **Recreation Ground Cottage No. 2** – Nothing to report
- **Elcot Lane Pavilion/Boxing Club** – Nothing to report
- **Bowls Club** – Nothing to report
- **Town Hall** - Round tables refurbished and ongoing maintenance being carried out. Heating works completed
- **Marlborough Community & Youth Centre** – survey and quotes to be obtained for the roof
- **Coopers Corner Toilets/Community Room/Tourist Inf Point** – Community Fridge Project is running successfully and is well supported.
- **Bus Shelters** – Refurbished
- **General** - Legionella testing continues to take place monthly at the Town Hall, Offices and MC & YC. Window cleaning carried out at Town Hall, Office, and Kingsbury St.
- **Kingsbury Street** – Clearing and cleaning of gutters on flat roof complete. Emergency Lights test carried out.

## Office Manager – September 2024



**ITEM 7****TOWN HALL AND COMMUNITY AND YOUTH CENTRE BOOKINGS**

To note the update report on the Town Hall and Community and Youth Centre bookings

**TOWN HALL – APRIL 2024 TO SEPTEMBER 2024**

Wedding Ceremony Court Room	Wedding Ceremony Council Chamber	Wedding Ceremony and Reception	Sales	Meetings	Council events/ meetings	Plays, Films, Concerts, Art	Charity dinners/ Private events	Organisations e.g. NHS	Wakes or Funerals
6	8	2	4	11	41	7	15	22	2

Total Income received as of 30.09.2024 - £15,617

**TOWN HALL – APRIL 2023 TO SEPTEMBER 2023**

Wedding Ceremony Court Room	Wedding Ceremony Council Chamber	Wedding Ceremony and Reception	Sales	Meetings	Council events/ meetings	Plays, Films, Concerts, Art	Charity dinners/ Private events	Organisations e.g. NHS
9	9	4	8	6	35	16	8	28

Total Income received as of 30.09.2023 - £15,140

## MC & YC HIRINGS – APRIL 2024 TO SEPTEMBER 2024

Pre School Music	Fitness Groups	Youth Groups	Educational Groups	Meetings	Council Events/ Meetings	Play Groups	Organisations	Private Hire
25	18	65	0	2	2	15	28	2

Total Income received as of 30.09.2024 - £3,557

## MC & YC HIRINGS APRIL 2023 TO SEPTEMBER 2023

Pre School Music	Fitness Groups	Youth Groups	Educational Groups	Meetings	Council Events/ Meetings	Play Groups	Organisations	Private Hire
19	40	39	40	2	0	17	34	3

Total Income received as of 30.09.2023 - £4,044

**To receive an update report by the Town Clerk on the Town Hall boiler replacements**

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**Current Status**

The engineers have completed all installation works at Marlborough Town Hall as per the contract.

Faulty actuators have been changed. There were some problems with the existing system working with them, which the engineers have since rectified.

The system is fully set up and functioning, with heating in FULL controllable operation.

There is a fault on the fire alarm panel. Edward Bays are working with TH White (who are our alarm service engineers) to fix this (it is a case of interlinking the boiler system to the existing fire alarms).

The manufacturer likes to carry out the full commissioning as this then extends the warranty, and Edward Bays have booked this but yet to receive a date. Edward Bays still need to provide the Operation & Maintenance documentation in full, this will be provided once the final commissioning has been done.

Edward Bays are completing the installation of the gas meter housing (after they had ridiculous costing from the gas board).

Please see Appendix 1 for photographs.

Cost to date £121,954.

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**Recommendation**

Members are asked to note the report.

**Town Clerk 30 9 24**

**To receive a verbal update report by the Town Clerk on the workshop extension**

## To note the update report on the building maintenance work at the Community and Youth Centre

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### Purpose

The purpose of this report is to update the Committee on progress made on the building maintenance works at the Community and Youth Centre.

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### Status

1. **Asbestos management** – an up-to-date asbestos survey was carried out in June. There were several medium risk areas identified which recommended remedial and management actions:

- Removal/repair or encapsulation of poor material in the IT and pool room
- Removal/repair or encapsulation of poor material in the 1<sup>st</sup> floor kitchen roof timbers
- Removal/repair or encapsulation of poor material in the 1<sup>st</sup> floor ceiling void

Quotes are being obtained for these works; also seeking clarity from Gloucester Asbestos who provided the report whether these works are required, and if they can do the work.

2. **Flat roof** - needs checking for remedial work, include insulation work and checking the timber seals. Several companies have been approached with no reply. Two further quotes are being obtained for these works.

3. **Mesh covers on gutter hoods** - should be added to prevent debris build up. This will be added to the roofing job.

4. The **boundary wall** - (damaged by a driver colliding with it) has been progressed. In liaison with the Chair the Town Clerk has instructed a builder to repair the wall. This repair should be complete by the time of the meeting (weather depending).

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### Management & Governance

Proposed **MC&YC Management Committee** added to Full Council agenda for 20 January 2025; Youth Development Worker started work on 1 October and will be asked to prepare report with recommendations.

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### Proposal

Members are asked to note the report.

**Town Clerk 1 10 24**

## To note and consider the work to be undertaken on fire risk assessments for Council properties

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### Purpose

The purpose of this report is to update the Committee on the progress of carrying out Fire Risk Assessments (FRAs) at Council Buildings.

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### Background

At the last Committee meeting it was **RESOLVED**: *that fire risk assessments are progressed for 5 High Street and Kingsbury Street properties as soon as possible, with a commissioning decision delegated to the Chair and Town Clerk if required*

*ACTION: other outstanding fire risk assessments should be considered at the next Committee meeting to agree any priority order for implementation if required.*

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### Status

The FRA for 5 High Street has been carried out.

FRA at Kingsbury Street properties (flats and shops) are all pending with a dependency upon full access (re 3b Flat).

Recommended Key actions for 5 High Street properties are:

1. Flat: Powder extinguisher - Ensure the powder fire extinguisher present in the flat is swapped for a more suitable type ( in progress)
2. Office: Routine checks of fire safety signage – added to routine building checklist
3. Office: Fire marshal training for caretakers, x2 office staff – online training booked.
4. Shop – survey and provision of extinguishers ( landlord instruction issued to action)
5. Shop – significant amounts of cardboard packaging stored ( landlord instruction issued to clear)

Cost: £1,466

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### Considerations

Further FRAs are needed for the following buildings, listed in suggested priority order:

- 1 & 2 Recreation Ground Cottages
- Community and Youth Centre
- Town Hall
- Workshop

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### Proposal

The Committee is asked to note the report and consider the next FRAs for action.

**Town Clerk 1 10 24**

**To note and consider the Property finance report for Quarter 2 (month 5)**

Please refer to Appendix 2.

**To consider the Committee's priorities and budget requirements for 2025 26**

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**Purpose**

The purpose of this report is to provide the Committee with an overview of its current priorities and projects as agreed to date, in order for the Committee to review their priorities and projects for 2025-26 and to consider the budget requirements for 2025 26. (Please refer to Appendix 2).

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**Priorities and Projects/Status**

For 2024 25 the agreed priorities are:

1. Maintain existing properties.
2. Town Hall heating system (in progress). Awaiting sign off: essentially complete.
3. Workshop extension. In progress – £90,408. Next phase provided for via EMR of £169,890
4. Kingsbury Street Windows: refurbishment and remedial work to front windows complete – cost £26,147. The next phase is to repair the rear windows and the guttering.
5. Insulation of tenancies (in progress).
6. Property Valuations - needed for insurance and land registry purposes (complete)

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**Proposed Priorities 2025 26**

It is proposed that the Committee agrees the following as its list of priorities for budgeting purposes for 2025 26:

1. Maintain existing properties.
2. Workshop extension – phase 2
3. Marlborough Community and Youth Centre building works (as agreed)
4. Kingsbury Street rear windows and gutters

---

**Budget Considerations**

- Assumed 3.5% inflation oncost where applicable on provided services.
- Possible 10% added onto hire costs of venues (as 2024 25)
- The Property maintenance EMR (currently £164,524) may need to be replenished with the Town Hall heating essential final cost of £121,954 cleared.

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**Recommendation**

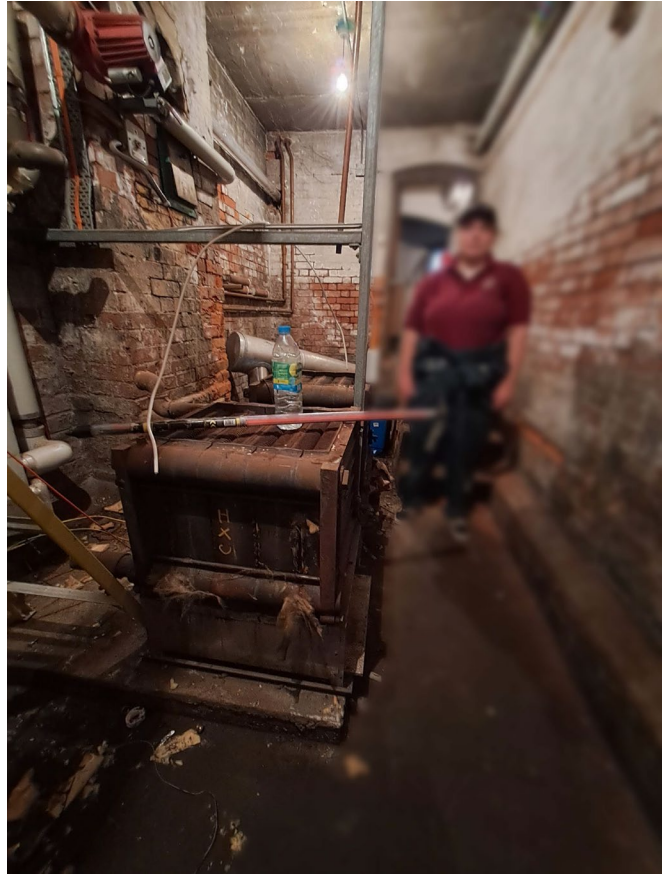
Members are asked to consider and agree the Committee's priorities and budget requirements for 2025 26 and instruct the Town Clerk accordingly.

**Town Clerk 1 10 24**



Old – people for scale

APPENDIX ONE

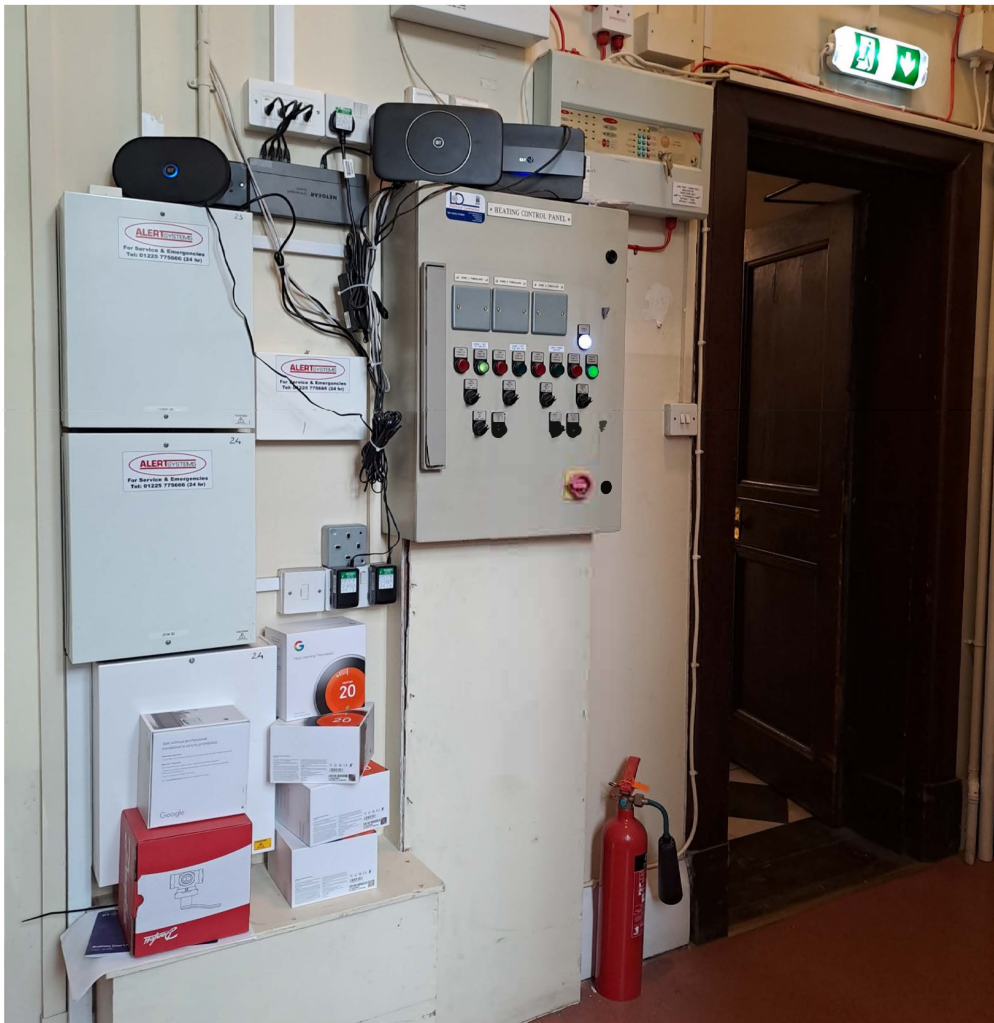


New – people for scale

# APPENDIX ONE







## PROPERTY BUDGET

## APPENDIX TWO

PROPERTIES	2024-25 Month 5							PROPOSED 2025-26	
	2023 24 Actual Year To Date	2023 24 Annual Budget	2024 25 Actual Year To Date	2024 25 Current Annual Budget	2024 25 Variance Annual Total	2024 25 Funds Available	% Spent	2025 26 Proposed	Transfer to/from EMR
	<b>INCOME</b>								
1000 INCOME-HIGH ST SHOP									
1002 INCOME-HIGH ST FLAT2									
1003 INCOME-1 KINGSBURY									
1004 INCOME-1A KINGSBURY									
1005 INCOME-2A KINGSBURY									
1006 INCOME-3 KINGSBURY									
1007 INCOME-REC GND COT 1									
1008 INCOME-REC GND COT 2									
1011 INCOME - 3A KINGSBURY ST									
1012 INCOME - 3B KINGSBURY ST									
1050 INCOME-TOWN HALL	£ 29,288	£ 20,000	£ 13,413	£ 25,000	£ 11,587		53.7%	£ 27,500	
1112 INCOME TOILETS (TOWN HALL)	£ 179	£ 500	£ 98	£ 200	£ 102		49.0%	£ 200	
1112 INCOME TOILETS (GEORGE LANE)	£ 2,518	£ 4,000	£ 1,154	£ 3,500	£ 2,346		33.0%	£ 3,000	
1329 MC&YC INCOME	£ 8,858	£ 7,700	£ 3,404	£ -	£ -3,404		0.0%	£ 8,000	
<b>EXPENDITURE</b>									
<b>Corp. Properties</b>									
4062 MTCE/ELEC CORP. PROPS.	£ 39,570	£ 15,000	£ 3,199	£ 15,000	£ 11,801	£ 11,801	21.3%	£ 15,000	
4066 MARKETING	£ -	£ 250	£ -	£ 250	£ 250	£ 250	0.0%	£ 250	
4070 DEFIBS	£ 741	£ 750	£ -	£ 750	£ 750	£ 750	0.0%	£ 750	
4019 CLEANING MATERIALS	£ 849	£ 800	£ 386	£ 1,000	£ 614	£ 614	38.6%	£ 1,000	
4030 INTRUDER ALARM	£ 904	£ 2,000	£ 336	£ 2,000	£ 1,664	£ 1,664	16.8%	£ 2,000	
4035 SANITARY DISPOSAL	£ 1,462	£ 1,600	£ 494	£ 1,600	£ 1,106	£ 1,106	30.8%	£ 1,600	
4037 LIFT MAINTENANCE	£ 2,897	£ 3,100	£ 1,760	£ 3,300	£ 1,540	£ 1,540	53.3%	£ 3,415	
<b>Town Hall</b>	£ 44,534	£ 40,000							
4038 MAINTENANCE	£ 849	£ 900	£ 78,317	£ 40,000	£ -38,317	£ -38,317	195.8%	£ 40,000	72,650
4300 BOILER MAINTENANCE	£ 1,423	£ 3,000	£ -	£ 900	£ 900	£ 900	0.0%	£ 930	
4304 LICENCES/PERFORMING	£ -	£ 2,100	£ 1,167	£ 3,000	£ 1,833	£ 1,833	38.9%	£ 3,000	
4305 BROADBAND	£ 1,601	£ 1,100	£ -	£ 2,100	£ 2,100	£ 2,100	0.0%	£ 2,100	
4315 REFUSE COLLECTION	£ -	£ 200	£ 701	£ 1,500	£ 799	£ 799	46.8%	£ 1,550	
4998 MARKETING	£ 8,640	£ 7,000	£ -	£ 200	£ 200	£ 200	0.0%	£ 200	
4999 PUBLIC TOILETS			£ 1,744	£ 7,200	£ 5,456	£ 5,456	24.2%	£ 7,200	
<b>Coopers Corner</b>									
4306 COOPERS CORNER	£ 327	£ 800	£ 361	£ 800	£ 439	£ 439	45.1%	£ 800	
4313 PUBLIC TOILETS	£ 11,500	£ 16,600	£ 3,154	£ 17,100	£ 13,946	£ 13,946	18.4%	£ 17,100	
<b>Community and Youth Centre</b>									
4019 CLEANING MATERIALS	£ 239	£ 500	£ 148	£ 400	£ 252	£ 252	37.0%	£ 400	
4030 INTRUDER ALARM	£ 1,463	£ 2,000	£ 236	£ 2,000	£ 1,764	£ 1,764	11.8%	£ 2,070	
4035 SANITARY DISPOSAL	£ 533	£ 750	£ 228	£ 750	£ 522	£ 522	30.4%	£ 775	
4037 LIFT MAINTENANCE	£ 293	£ 850	£ 323	£ 850	£ 527	£ 527	38.0%	£ 880	
4072 EQUIPMENT	£ 337	£ 500	£ 356	£ 500	£ 144	£ 144	71.2%	£ 500	
4304 LICENCES/PERFORMING	£ 411	£ 720	£ 326	£ 300	£ -26	£ -26	108.8%	£ 330	
MC and YC	£ 6,870	£ 1,000	£ -	£ -		£ -			
<b>Income</b>			£ 58,868	£ 129,330	£ 70,462		45.5%	£ 139,330	
<b>Expenditure</b>			£ 93,236	£ 101,500	£ 8,264	£ 8,264	91.9%	£ 101,850	