

Marlborough Town Council



21 July 2026

To: Councillors serving on the Property Committee – Councillors Abigail Beaumont, Mark Cooper, Mervyn Hall (Chair), Caroline Sadler (Vice-Chair), Emily Trow plus the Town Mayor Councillor Mark Luson

Dear Councillor

Property Committee

You are **summoned** to attend the next meeting of the **Property Committee**, which will be held on **Monday, 27 July 2026 at 7pm** in the **Council Chamber, Marlborough Town Hall**.

Yours sincerely

Richard Spencer-Williams

Richard Spencer-Williams, PSLCC

Town Clerk

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.



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 one 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 14 April 2026

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. Budget Report Month 3

To note and consider a Property finance report for Month 3

9. Community and Youth Centre

To consider the update report on the Community and Youth Centre water supply

10. Electrical Installation Works

To note and consider the electrical condition reports and associated works on council properties

11. To exclude the press and public

That under the Public Bodies (Admission to Meetings) Act 1960, the public and representatives of the press and broadcast media be excluded from the meeting during the consideration of the following item of business as publicity would be prejudicial to the public interest because of the confidential nature of the business to be transacted.

12. Tenancy Consideration

13. The Merchant's House



Marlborough Town Council



Property Committee

Minutes of an extraordinary meeting of the Property Committee held on Tuesday 14th April 2026 in the Council Chamber, Marlborough Town Hall at 5pm

PRESENT	Councillor Mervyn Hall	Chair
	Councillor Emily Trow	Town Mayor
	Councillor Mark Cooper	
	Councillor Caroline Sadler	Vice Chair
	Councillor Abigail Beaumont	
	Clare Williams	Deputy Town Clerk

PUBLIC QUESTION TIME

There were no members of the public present.

489/25 APOLOGIES

Apologies were received from the Town Clerk.

490/25 DECLARATIONS

There were no declarations of interest.

491/25 CHAIR'S ANNOUNCEMENTS

There were no announcements.

492/25 MINUTES

RESOLVED: that the minutes of the meeting held 2nd March 2026 were approved as a true record and signed by the Chair.

493/25 EXCLUSION OF PRESS AND PUBLIC

RESOLVED: that, under the Public Bodies (Admission to Meetings) Act 1960, the public and representatives of the press and broadcast media be excluded from the meeting during the consideration of the following item of business as publicity would be prejudicial to the public interest because of the confidential or commercial nature of the business to be transacted.

494/25 COMMUNITY & YOUTH CENTRE

Members considered the quotations for the replacement boiler and associated works and following some discussion around the process, options available and urgency of this repair **UNANIMOUSLY RESOLVED:** to approve and proceed with Option 1 in the Town Clerk's report.

The meeting closed at 5.12pm

ITEM 5

ACTION LOG

To note and review the Action Log

Ref	Action	Min #	Status	Date of meeting	Notes
282	Follow up with the Boxing Club to discuss the lease, offer advice on seeking new Trustees and suggest sources of grant funding	417/24	In Progress	7 Apr 25	18 2 26 Awaiting contact by Boxing Club for trustee information. Solicitors instructed to do new lease as soon as this is received. Awaiting electric meter number to transfer to MTC suppliers. Awaiting second quote for roof from Boxing club. WC has been contacted re grants and grant support; sport development team no longer offer this service. Area Board could award funds towards roof up to £3k. 11/5 Email sent to request copy of electricity bill to progress transfer of account to MTC, and suggestion to change from lease to venue hire? 26/6 Follow up email to request reply. 27/6 Reply received to suggest club is 'misfunctioning'. 30/6 TC replied to ask 1. if club is functioning? 2. How much the club owes re electricity? Awaiting response.

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

- **5 High St Offices** – Replacement Taps. PAT testing completed. Replacement CO Alarm.
- **5 High St Shop** – Nothing to report
- **5 High St Flat 2** – EICR and associated works carried out. Replacement blinds fitted.
- **1/2 Kingsbury St Shop** – Nothing to report
- **1A Kingsbury St Flat** – Nothing to report
- **2A Kingsbury St Flat** – Unoccupied. Works being carried out prior to flat being re-let.
- **3 Kingsbury St Shop** – Nothing to report
- **3a Kingsbury St. Studio Flat** – EICR and associated works carried out
- **3b Kingsbury St. Studio Flat** - EICR completed
- **Recreation Ground Cottage No.1** – Chimney swept
- **Recreation Ground Cottage No. 2** – EICR and associated works completed
- **Elcot Lane Pavilion/Boxing Club** –Nothing to report
- **Bowls Club** – Nothing to report
- **Town Hall** - New ladder gate. Repairs to glasswasher. Council Chamber framework completed. New conference mics purchased. PAT testing complete.
- **Marlborough Community & Youth Centre** – PAT testing completed
- **Coopers Corner Toilets/Community Room/Tourist Inf Point** – Community Fridge Project is running successfully and is well supported. Purchase of shelving, fridge, freezer, storage and trellis. PAT testing complete
- **Workshop** – PAT testing complete
- **Bus Shelters** – Refurbishment ongoing
- **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 Street
- **Kingsbury Street** – Clearing and cleaning of gutters on flat roof. External repairs carried out to the rear of the building

Office Manager – June 2026

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 2026 TO JUNE 2026

WEDDING CEREMONY COURT ROOM	WEDDING CEREMONY COUNCIL CHAMBER	WEDDING RECEPTION & CEREMONY	SALES	MEETINGS	COUNCIL EVENTS/ MEETINGS	PLAYS/FILMS CONCERTS ART	CHARITY DINNERS PRIVATE EVENTS	ORGANISATIONS EG NHS	WAKES/ FUNERAL
5	9	2	2	5	29	2	4	18	

Total Income received as of 30.06.2026 - £9,925

TOWN HALL – APRIL 2025 TO JUNE 2025

WEDDING CEREMONY COURT ROOM	WEDDING CEREMONY COUNCIL CHAMBER	WEDDING RECEPTION & CEREMONY	SALES	MEETINGS	COUNCIL EVENTS/ MEETINGS	PLAYS/FILMS CONCERTS ART	CHARITY DINNERS PRIVATE EVENTS	ORGANISATIONS EG NHS	WAKES/ FUNERAL
7	5	1	4	7	27		3	16	

Total Income received as of 30.06.2025 - £9,991

MC & YC HIRINGS – APRIL 2026 TO JUNE 2026

Pre School Music/Dance	Fitness Groups	Youth Groups	Educational Groups	Meetings	Council Events/Meetings	Play Groups	Organisations	Private Hire
11	24	30		1			4	

Total Income received as of 30.06.2026 - £413.00

MC & YC HIRINGS – APRIL 2025 TO JUNE 2025

Pre School Music/Dance	Fitness Groups	Youth Groups	Educational Groups	Meetings	Council Events/Meetings	Play Groups	Organisations	Private Hire
2	11	35		2	1		21	3

Total Income received as of 30.06.2025 - £1,643

To note and consider the Property budget report for Month 3

Please refer to Appendix 1.

Town Clerk 15 7 26

ITEM 9**COMMUNITY AND YOUTH CENTRE**

The purpose of this report is to provide an update on the regular water samples taken at the Marlborough Community & Youth Centre (MC&YC).

Current Status

- Since the last report, two further sets of Nickel and Lead samples have been taken, processed and reported back to us. These are recorded in one place for easy interpretation - See Appendix 2.
- Recent Nickel levels in the ground floor kitchen showed a significant, rather dramatic spike, and this was immediately flagged with our contractor. Their response was that a 'fleck' could have been captured, whereas previous collections may not have captured any. As a result of this and a failed attempt to take a sample in January, the taps have been changed. The latest reading still indicated an increase in Nickel however which was unexpected and will be followed up.
- Recent readings taken from the outside drinking fountain showed increased levels of Lead. Our contractors recommended that a filter is installed, as we did with both the lower ground kitchen and 1st floor kitchen, which had under sink filters installed when levels similar to these were recorded. **This filter has since been installed and recent readings show much improved/acceptable levels.**
- Contact was made with one contractor, to quote for the replacement lead supply pipework (long-term mitigation measure) although the company require information relating to the length of pipe for replacement and the location of any meters or external stopcocks, which is currently unknown. The Deputy Town Clerk is still in the process of trying to obtain the information they require to enable them, and other companies, to be able to quote for the work. An update will follow.

Proposal

Members are requested to note the update and actions taken to mitigate the lead levels in the drinking water in the short-term.

Deputy Town Clerk 15 7 26

ITEM 10**ELECTRICAL INSTALLATION WORKS**

To note the electrical condition status on council residential properties

Purpose

The purpose of this report is to appraise the Committee on electrical installation condition reports (EICRs) on council residential properties, and associated works.

Status

EICRs are required to be carried out every 5 years. EICRs are organised by Carter Jonas on our behalf.

The table below outlines recent Electrical inspection carried out on council properties and any remedial works required with cost

Property	Due date	Inspection Date	Inspection Result	Remedial Works	Cost	Status
1 Recreation Cottages	2031	27 2 26	Satisfactory	Yes	£1,872	Compliant
2 Recreation Cottages	2031	1 4 26	Satisfactory	Yes	£1,550	Compliant
5 High St Flat 2	2031	29 3 26	Satisfactory	Yes	£1,763	Compliant
1A Kingsbury	2031	27 1 26	Satisfactory	No		Compliant
2A Kingsbury	2031	12 2 2021	Satisfactory	No		Compliant
3a Kingsbury	2031	20 5 26	Satisfactory	Yes	£1,184	Compliant
3b Kingsbury	2027	30 6 17	Satisfactory			Compliant

Proposal

The Committee is asked to note the report.

Town Clerk 14 7 26

ITEM 11**TO EXCLUDE THE PRESS AND PUBLIC**

That under the Public Bodies (Admission to Meetings) Act 1960, the public and representatives of the press and broadcast media be excluded from the meeting during the consideration of the following item of business as publicity would be prejudicial to the public interest because of the confidential nature of the business to be transacted.

ITEM 12**TENANCY CONSIDERATION****ITEM 13****THE MERCHANT'S HOUSE**

PROPERTY MONTH 3						NOTES	
	Actual Year	Current	Funds	% Spent	Transfer to/		
	To Date	Annual Budget	Available		from EMR	KEY	
						Over	
						On budget	
					Saving		
INCOME							
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	9,925	27,500		36.1%		Wedding hire	
1112 GEORGE LANE TOILETS	510	2,000		25.5%			
1329 MY & MC INCOME	413	4,000		10.3%		MAYF due Sept. Regular hirers reduced.	
EXPENDITURE							
CORPORATE PROPERTY							
4062 MTCE/ELEC CORP. PROPS.	19,289	15,450	-3,839	124.8%	£ 3,932	Kingsbury rear windows/gutters, ECIRs	
4066 MARKETING	-	250	250	0.0%			
4070 Defibs	-	750	750	0.0%			
4083 PROPERTY MAINTENANCE RES.	-	30,000	30,000	0.0%		yr saving	
TOWN HALL							
4019 CLEANING MATERIALS	317	1,000	683	31.7%			
4030 INTRUDER ALARM	670	2,000	1,330	33.5%			
4035 SANITARY DISPOSAL	139	1,650	1,511	8.4%			
4037 LIFT MAINTENANCE	-	3,415	3,415	0.0%			
4038 MAINTENANCE	5,647	41,200	35,553	13.7%		Mayoral framework, glass washer repair	
4300 BOILER MAINTENANCE	-	960	960	0.0%			
4304 LICENCES/PERFORMING	1,229	3,000	1,771	41.0%			
4315 REFUSE COLLECTION	548	1,600	1,052	34.2%		Price increases due to fuel costs	
4998 MARKETING	500	500	-	100.0%			
4999 PUBLIC TOILETS	-	7,415	7,415	0.0%		Healthmaitc invoice pending	
PUBLIC TOILETS							
4306 COOPERS CORNER	1,382	800	-582	172.7%		Community Fridge - TM to reimburse	
4313 PUBLIC TOILETS	-	17,100	17,100	0.0%		Healthmaitc invoice pending	
MC and YC							
4019 CLEANING MATERIALS	98	412	314	23.7%			
4030 INTRUDER ALARM	451	2,132	1,681	21.2%			
4035 SANITARY DISPOSAL	139	800	661	17.4%			
4037 LIFT MAINTENANCE	-	905	905	0.0%			
4038 MAINTENANCE	428	-	-428	0.0%	£ 428	Line added; heating pending	
4072 EQUIPMENT	-	500	500	0.0%			
4304 LICENCES/PERFORMING	420	360	-60	116.6%			
Income	23,888	136,883		17.5%			
Expenditure	31,257	132,199	- 100,942	23.6%			

		12/07/2025		11/10/2025		18/12/2025		21/01/2026		24/04/2026	
		Lead	Nickel	Lead	Nickel	Lead	Nickel	Lead	Nickel	Lead	Nickel
1st Floor Kitchen	Pre Flush	5.02	<5	5.09	5.5	4.1	9.8	1.12	<5	4.73	<5
	Post Flush	0.67	<5	1.3	<5	0.19	<5	0.1	<5	0.25	<5
	Stagnation	3.3	<5			0.96	<5	0.56	<5	1.06	<5
Lower Ground Kitchen	Pre Flush	3.33	<5	3.61	<5	7.91	314.9	samples were not taken due to no flow from faulty tap		2.85	14.4
	Post Flush	1.85	<5	0.61	<5	0.6	<5			0.11	43.4
	Stagnation	4.01	<5			2.21	11.1			<0.1	59.8
Accessible Toilet	Pre Flush	3.41	13.9	1.14	26.5	1.83	<5	3.70	<5	4.64	<5
	Post Flush	0.92	9.2	1.26	13.6	4.3	<5	2.63	<5	<0.1	<5
	Stagnation	1.25	12.3			2.33	<5	2.25	<5	1.99	<5
Drink Fountain	Pre Flush	5.99	<5	5.42	<5	9.19	9.7	8.97	12.7	<0.1	<5
	Post Flush	1.83	<5	3.65	<5	3.75	<5	3.25	<5	<0.1	<5
	Stagnation	4.35	<5			4.67	<5	4.71	<5	2.94	<5

Nickel levels should be <20

Lead levels should be <10