

# Marlborough Town Council

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24 February 2026

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

Dear Councillor

## Property Committee

You are **summoned** to attend the next meeting of the **Property Committee**, which will be held on **Monday, 2 March 2026 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

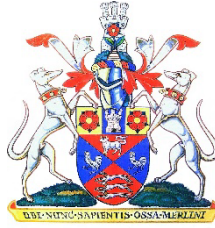
In accordance with Standing Order 3(f), members of the public may ask questions of the Property Committee. The time allocated for this should not exceed 10 minutes and be limited to one question per person unless directed otherwise by the Chair. A full response may not be possible without further research, 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 5 January 2026
- 5. Action Log**  
To note and review the Action Log
- 6. Loft Space Town Hall**  
To further consider progressing proposed plans for works to the loft space at the Town Hall
- 7. Report on Town Council Properties**  
To note a report by the Office Manager about Town Council-owned properties
- 8. Town Hall and Community and Youth Centre Bookings**  
To note the update report on the Town Hall and Community and Youth Centre bookings
- 9. Budget Report Month 10**  
To note and consider a Property finance report for Month 10
- 10. Community and Youth Centre**  
To consider the update report on the Community and Youth Centres water supply
- 11. Electrical Installation Works**  
To note and consider the electrical condition reports and associated works on council properties



## Marlborough Town Council



### Property Committee

Minutes of a meeting of the Property Committee held Monday, 5 January 2026  
in the Council Chamber, Marlborough Town Hall at 7pm

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<b>PRESENT</b>	Councillor Mervyn Hall	Chair
	Councillor Emily Trow	Town Mayor
	Councillor Mark Cooper	
	Councillor Caroline Sadler	Vice Chair
	Councillor Abi Beaumont	
	Richard Spencer-Williams	Town Clerk
	Dawn Whitehall	Corporate Services Officer

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#### **PUBLIC QUESTION TIME**

There were no members of the public present.

#### **314/25 APOLOGIES**

There were no apologies for absence.

#### **315/25 DECLARATIONS**

**Councillor Hall** – agenda item 10 – Bowls Club – non-pecuniary interest.

#### **316/25 CHAIR'S ANNOUNCEMENTS**

There were no announcements.

#### **317/25 MINUTES**

**RESOLVED:** that the minutes of the meeting held 27 October 2025 were approved as a true record and signed by the Chair

#### **318/25 ACTION LOG**

Members noted the updated action log, and the **Town Clerk** expanded upon the most recent discussions with representatives of Marlborough Boxing Club about potential funding sources to help with the costs of repairing or potentially replacing the roof at Elcot Pavilion.

#### **319/25 REPORT ON TOWN COUNCIL PROPERTIES**

Members noted the Office Manager's report.

### **320/25 TOWN HALL AND COMMUNITY CENTRE BOOKINGS**

Members noted the Office Manager's report, and discussed possible reasons for the reduction in hirings of the Town Hall for plays and/or concerts. Whilst recognising there were other venues nearby that also host similar events such as St Peters and the Memorial Hall, Members felt there were some unique qualities that the Town Hall had to offer for events, although poor acoustics in the Assembly Room had been mentioned. A feasibility study had put forward proposals for updating access to the third floor roof space and making changes to the stage which would present an opportunity to also update stage lighting and audio equipment, which may be more appealing to future hirers, especially musicians. A potential project to consider for 2027-28.

### **321/25 BUDGET REPORT**

Members noted the most recent budget report, and that income and expenditure were well balanced. The Town Clerk answered questions, including explaining a small overspend in Town Hall marketing due to including the Town Hall as a wedding venue in the Wiltshire Council Ceremonies Brochure, which all agreed was good value.

The Town Clerk drew members' attention to potential work required at the Town Hall to repair or update gutters and rainwater goods. If this was not possible to do from a cherry picker, scaffolding would be required which would be expensive. Members agreed that should this be the case, it made sense to take the opportunity to do any other work required at this level at the same time.

### **322/25 COMMUNITY AND YOUTH CENTRE**

Members noted the Deputy Town Clerk's update report about the water supply and drinking water samples, and that levels of lead and nickel were significantly below regulatory levels.

*Councillor Sadler took the chair for the following item; Councillor Hall did not take part in the discussion or vote; he answered questions only for clarification*

### **323/25 BOWLS CLUB**

Members considered a request from the Bowls Club for £2,500 towards the £8,500 cost of planned work to improve the car park, replacing the gravel with tarmac and painting white lines to make best use of the available parking space. Discussion points included:

- Whether planning permission would be required, and that this would be a matter for the Bowls Club
- The terms of the Bowls Club lease require them to seek permission from the Town Council for this type of work
- A more detailed plan, including diagrams of the proposal, was awaited from the club
- Whether there would be any risk of flooding due to rainwater runoff, and whether drainage would be included
- That there was no Property Committee budget line with sufficient funds to meet this type of unplanned expenditure; although there were funds in

reserve, this should be spent on higher priority work such as roof repairs (Elcot Pavilion and the Town Hall roof had already been discussed in the meeting)

- Whether the Bowls Club could instead apply for grants (e.g. there were some unspent funds in the Town Council's grant budget). If unsuccessful, Members would be willing to consider the matter again in the future
- Recognition that the car park is used by other members of the community, e.g. the football club, and that the proposals would allow them to make more efficient use of the space

**RESOLVED:** to encourage the Bowls Club to apply for grants, including to the Finance & Policy Committee for the town council's grant scheme and others such as Wiltshire Council Area Board

The meeting closed at 7.51 pm

## ITEM 5

## ACTION LOG

### To note and review the Action Log

Ref	Action	Min #	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	In Progress	19 Feb 24	<b>18 2 26 Guttering now part of routine maintenance; tender agreed. Cartys to do work. Scaffold erected; job brought forward due to leak in 3b roof. Refurb and repair work to start as soon as weather is suitable.</b>
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	<b>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.</b>

The purpose of this report is to ask the Committee to further consider the proposal to convert the loft space as illustrated in the feasibility plans (and as presented to the Committee in July [Property Committee Agenda, 28 July 2025](#))

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## Background

Following the initial consideration by the Committee of the feasibility plans in July, further investigation of disabled access and building regulations in relation to fire safety has been considered by the architect, Andrew Bumphrey.

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## Status and considerations

The architect has advised:

- *The Equality Act 2010 requires reasonable access for disabled users to all facilities including storage area. In practice all you could do would be to install a stair lift. Whether this would count as reasonable provision is a moot point. I think we would need confirmation from Building Control before going too much further.*
- *Assuming that a stair lift would be acceptable then this would mean that the stair to the loft would need to start near the lift rather than at the top of the main stairs. This is because there is not enough space at the top of the main stairs to install the stair lift. It would also mean that the stair width would need to be increased to accommodate the stair lift which then has a knock on effect of encroaching further onto the back of the stage.*
- *Confirmation would also be required that this was acceptable from a fire escape point of view.*
- *The Building Regulations indicate that it is acceptable to have a single stair so long as the distances from the corners of the new room to that stair are not more than 18 metres (they are not) and that the floor is not more than 11 metres above ground level (it is less than that on the Kingsbury Street side). Even if not strictly required I would suggest that you seriously look at installing smoke detectors in the loft area as an additional safeguard.*
- *Rearranging the stair has knock on effects in that it encroaches on the main stair at high level and would therefore require an area of false ceiling. This would require discussion and agreement with the Conservation Officer.*
- *I have endeavoured to illustrate this on the attached drawing 862/3. (See appendix 1)*
- *I suggest that the next step would be to approach building control for their comments on the proposals.*

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## Proposal

Members are asked to note the architect's advice and consider whether to progress the project.

The next step would be to complete a pre-application planning submission to ascertain Wiltshire Council's planning and conservation perspectives and further test the feasibility of this proposal. This service is free to town and parish councils.

**Town Clerk 19 2 26**

## **ITEM 7**

## **REPORT ON TOWN COUNCIL PROPERTIES**

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

- **5 High St Offices** – Repairs to roof over back door carried out. Fire Alarm service completed.
- **5 High St Shop** – Nothing to report
- **5 High St Flat 2** – Nothing to report
- **The Merchant's House** – Nothing to report
- **1/2 Kingsbury St Shop** – Nothing to report
- **1A Kingsbury St Flat** – Nothing to report
- **2A Kingsbury St Flat** – Nothing to report
- **3 Kingsbury St Shop** – Nothing to report
- **3a Kingsbury St. Studio Flat** – Nothing to report
- **3b Kingsbury St. Studio Flat** - Repairs to internal door and replacement handle. Damp inspection carried out.
- **Recreation Ground Cottage No.1** – Radiator repair carried out
- **Recreation Ground Cottage No. 2** – Replacement 3 way Port Valve fitted to heating system
- **Elcot Lane Pavilion/Boxing Club** –Nothing to report
- **Bowls Club** – Nothing to report
- **Town Hall** - Replacement cylinder fitted. Urinal repairs carried out. Services to refrigeration equipment and hearing loop completed. Fire Alarm service completed
- **Marlborough Community & Youth Centre** – Window/door repairs completed. Replacement taps fitted. Redecoration taking place. Additional water testing being carried out. Fire Alarm service completed
- **Coopers Corner Toilets/Community Room/Tourist Inf Point** – Community Fridge Project is running successfully and is well supported. The Community Garden is developing with plans for two additional raised beds and a new irrigation system well underway.
- **Workshop** – Outside tap repaired. Gutter repairs carried out.
- **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 St.
- **Kingsbury Street** – Clearing and cleaning of gutters on flat roof. Intercom repair carried out. Fire Alarm service completed.

**Office Manager – January 2026**

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**ITEM 8****TOWN HALL AND COMMUNITY AND YOUTH CENTRE BOOKINGS**

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

VENUE HIRE

**TOWN HALL – APRIL 2025 TO JANUARY 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
12	17	2	9	20	79	8	21	48	4

Total Income received as of 31.01.2026 - £31,602

**TOWN HALL – APRIL 2024 TO JANUARY 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
8	14	3	9	17	71	19	28	44	3

Total Income received as of 31.01.2025 - £31,444

For Town Hall hirings analysis see Appendix 2

**MC & YC HIRINGS – APRIL 2025 TO JANUARY 2026**

Pre School Music	Fitness Groups	Youth Groups	Educational Groups	Meetings	Council Events/Meetings	Play Groups	Organisations	Private Hire
3	46	105		3	1		77	

Total Income received as of 31.01.2026 - £7,996.00

**MC & YC HIRINGS – APRIL 2024 TO JANUARY 2025**

Pre School Music	Fitness Groups	Youth Groups	Educational Groups	Meetings	Council Events/Meetings	Play Groups	Organisations	Private Hire
35	32	109		5	2	29	56	4

Total Income received as of 31.01.2025 - £7,413.00

**To note and consider the Property budget report for Month 10**

Please refer to Appendix 3.

**Town Clerk 18 2 26**

**ITEM 10****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), the results found, concerns raised and details of short-term mitigating measures taken.

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**Current Status**

- The Nickel and Lead samples taken quarterly are now being recorded in one place for easier interpretation – see Appendix 4.
- The October readings taken were not complete in that stagnation readings were not recorded. This has been raised and action has been taken to ensure full readings are taken on each quarterly visit; pre-flush, post-flush and stagnation, to ensure consistency of data.
- The Lead filters that were installed under the sinks in both the ground floor kitchen and 1st floor kitchen in October appear to be doing their job. The subsequent post flush samples show a significant reduction in lead levels, way below the regulatory level of 10 µg/l.
- Nickel levels in the ground floor kitchen at the last reading 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. This could mean that the taps are degrading and are in need of replacement, as per the accessible toilet taps (which have now been replaced). *Replacement taps will be ordered and installed as soon as practicable.*
- The last readings taken pre-flush for the outside drinking fountain showed an increased level of Lead. Our contractors are therefore recommending that a filter is installed, as per the lower ground kitchen and 1<sup>st</sup> floor kitchen, which had under sink filters installed when levels similar to these were recorded. *A request has been made for the contractor to install a filter as per their recommendation as soon as practicable.*
- Contact has been 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 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.

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**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 19 2 26**

## ITEM 11

## ELECTRICAL INSTALLATION WORKS

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

### Purpose

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

### Status

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

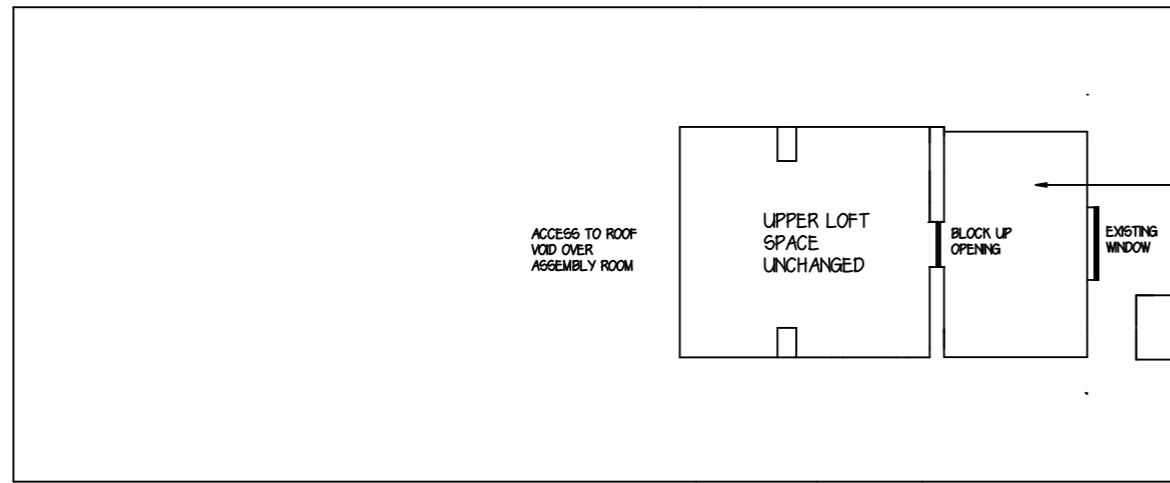
The table below outlines recent Electrical inspection carried out on council properties and any remedial works required with cost

Property	Due date	Inspection Date	Inspection Result	Remedial Works	Cost	Status
1 Recreation Cottages	2031	9 2 26	Unsatisfactory	Yes (Appendix 5a)	£2,845	Works ordered and pending
2 Recreation Cottages	2031	9 2 26	Unsatisfactory	Yes (Appendix 5b)	£1,550	Works ordered and pending
5 High St Flat 2	29 3 26	29 3 21	Satisfactory			Inspection pending
1A Kingsbury	2031	27 1 26	Satisfactory			
2A Kingsbury	2026	12 2 2021	Satisfactory			
3a Kingsbury	25 3 26	tbc				Inspection pending
3b Kingsbury	2027	30 6 17	Satisfactory			

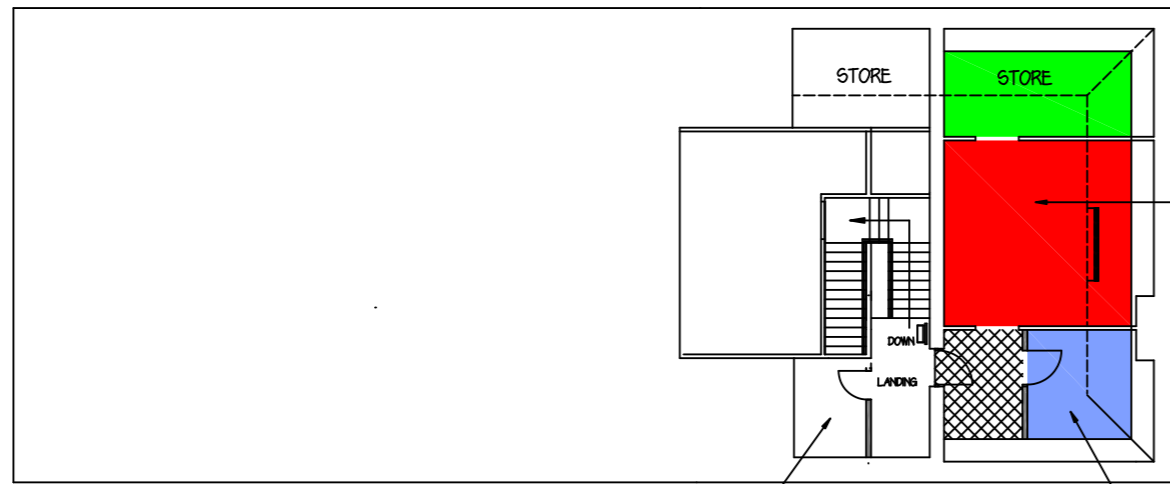
### Proposal

The Committee is asked to note and consider the matter and instruct the Town Clerk accordingly.

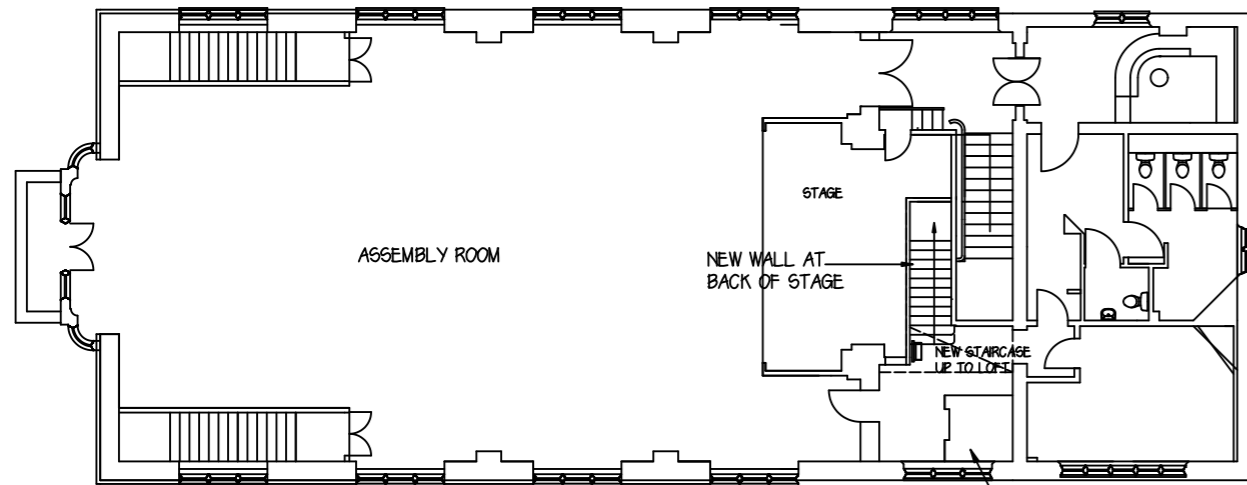
**Town Clerk 18 2 26**



ROOF SPACE (UPPER LEVEL)



ROOF SPACE



FIRST FLOOR PLAN



LONG SECTION



SECTION THROUGH STAIR AND ROOFSPACE

OPTION 3  
WITH STAIRCASE  
REVERSED

MARLBOROUGH TOWN HALL	scale 1:200 @A3 Jan 25
PROPOSED NEW ACCESS TO ROOF SPACE	Andrew Bumphrey Architects 16 George Lane Marlborough
OPTION 1 NEW STAIRCASE ONLY	<b>862 / 3</b>



## TOWN HALL HIRING ANALYSIS 2025/2026

## APPENDIX 2

DATE	EVENT	COURT ROOM	ASSEMBLY ROOM	COUNCIL CHAMBE	TIMINGS	INCOME
01.04.2025	MEETING		COMMERCIAL HIRE		1 HR	57
02.04.2025	MEETING	LOCAL ORG.			2.5HR	45
04.04.2025	WEDDING			PRIVATE HIRE	2 HRS	92
09.04.2025	MEETING		LOCAL ORG		3 HRS	72
11.04.2025	SPORTS DINNER		LOCAL ORG		14 HRS	336
12.04.2025	WEDDING	PRIVATE HIRE			2 HRS	250
24.04.2025	MEETING		LOCAL ORG		3.5 HRS	84
26.04.2025	ANNIVERSARY DINNER	LOCAL ORG.			DR	531
	AS ABOVE		LOCAL ORG		DR	792
03.05.2025	WEDDING	PRIVATE HIRE			1.5 HRS	228
04.05.2025	WEDDING	PRIVATE HIRE			1.5 HRS	228
06.05.2025	MEETING		LOCAL ORG		6 HRS	162.5
07.05.2025	MEETING	LOCAL ORG.			2.5 HRS	45
09.05.2025	WEDDING			PRIVATE HIRE	2 HRS	101
10.05.2025	WEDDING	PRIVATE HIRE			2 HRS	228
10.05.2025	RECEPTION		PRIVATE HIRE		DR	720
14.05.2025	MEETING		LOCAL ORG		3 HRS	72
15.05.2025	EXAMS			LOCAL SCHOOL	4 HRS	72
15.05.2025	MEETING		LOCAL ORG		3 HRS	72
16.05.2025	SALE	LOCAL ORG.			3 HRS	54
17.05.2025	SALE	LOCAL ORG.			4 HRS	212
20.05.2025	EXAMS			LOCAL SCHOOL	4 HRS	72
20.05.2025	SALE	LOCAL ORG.			8 HRS	144
21.05.2025	SALE	LOCAL ORG.			6.5 HRS	117
21.05.2025	FASHION SHOW		LOCAL ORG.		9 HRS	216
22.05.2025	MEETING		LOCAL ORG		3.5 HRS	84
23.05.2025	EXAMS			LOCAL SCHOOL	4 HRS	72
27.05.2025	WEDDING			PRIVATE HIRE	2 HRS	101
31.05.2025	SALE	COMMERCIAL HIRE			9 HRS	522
02.06.2025	WEDDING			PRIVATE HIRE	2 HRS	101
03.06.2025	MEETING		AREA BOARD		5 HRS	120
04.06.2025	EXAMS			LOCAL SCHOOL	4 HRS	72
04.06.2025	MEETING	LOCAL ORG.			2.5 HRS	45
06.06.2025	EXAMS			LOCAL SCHOOL	4 HRS	72
06.06.2025	WEDDING			PRIVATE HIRE	2 HRS	101
07.06.2025	WEDDING	PRIVATE HIRE			2 HRS	250
11.06.2025	EXAMS			LOCAL SCHOOL	4 HRS	72
17.06.2025	MEETING			PRIVATE HIRE	2 HRS	36
19.06.2025	MEETING		LOCAL ORG.		3.5 HRS	84
21.06.2025	WEDDING		PRIVATE HIRE		2 HRS	250
22.06.2025	MARL FEST.		PRIVATE HIRE		9 HRS	369
28.06.2025	WEDDING	PRIVATE HIRE			2 HRS	250
02.07.2025	MEETING	LOCAL ORG.			2.5HRS	45
05.07.2025	WEDDING	PRIVATE HIRE			2HRS	250
10.07.2025	MEETING		LOCAL ORG		3HRS	72
12.07.2025	WEDDING	PRIVATE HIRE			2HRS	134

13.07.2025	JIVE TEMP		PRIVATE HIRE		6HRS	270
18.07.2025	WEDDING			PRIVATE HIRE	2HRS	101
18.07.2025	WAKE		PRIVATE HIRE		5HRS	202
19.07.2025	ENT. EVENT		PRIVATE HIRE		5HRS	327.5
24.07.2025	MEETING		LOCAL ORG		3.5HRS	84
25.07.2025	CONCERT		PRIVATE HIRE		7HRS	399
30.07.2025	MEETING		LOCAL ORG		2.5HRS	63
01.08.2025	PARTY		PRIVATE HIRE		7HRS	334.5
02.08.2025	WEDDING	PRIVATE HIRE			2HRS	250
12.08.2025	WEDDING		PRIVATE HIRE		2HRS	250
13.08.2025	MEETING		LOCAL ORG		3HRS	72
23.08.2025	WEDDING +ADD HRS		PRIVATE HIRE		7HRS	315
28.08.2025	MEETING		LOCAL ORG		3.5HRS	84
31.08.2025	CONCERT		PRIVATE HIRE		3HRS	135
03.09.2025	MEETING	LOCAL ORG.			2.5HRS	45
03.09.2025	MEETING	LOCAL ORG.			5HRS	126
05.09.2025	WEDDING			PRIVATE HIRE	2HRS	101
10.09.2025	MEETING		LOCAL ORG		3HRS	72
12.09.2025	WEDDING			PRIVATE HIRE	2HRS	101
13.09.2025	WEDDING		PRIVATE HIRE		2HRS	250
18.09.2025	MEETIJNG		LOCAL ORG		3.5HRS	84
19.09.2025	PRESENTATION		LOCAL ORG		5HRS	120
20.09.2025	SALE	PRIVATE HIRE			8HRS	522
25-28.09.2025	LITFEST	LOCAL ORG.	LOCAL ORG	LOCAL ORG	ALL DAY	3610.5
30.09.2025	MEETING		WC		5HRS	120
01.10.2025	MEETING	LOCAL ORG.			2.5HRS	45
02.10.2025	SALE	PRIVATE HIRE			11HRS	555.5
06.10.2025	WEDDING			PRIVATE HIRE	2HRS	101
08.10.2025	MEETING		LOCAL ORG		3HRS	72
10.10.2025	WEDDING			PRIVATE HIRE	2HRS	101
14.10.2025	MEETING		PRIVATE HIRE		2.5HRS	142.5
15.10.2025	WEDDING			PRIVATE HIRE	2HRS	101
21.10.2025	AUTHERS EVENT		LOCAL ORG		9HRS	216
21.10.2025	AUTHERS EVENT	LOCAL ORG.			3HRS	54
22.10.2025	MEETING		LOCAL ORG		3.5HRS	84
27.10.2025	MEETING		LOCAL ORG		6HRS	144
28.10.2025	TEENAGE DISCO	LOCAL ORG.			9HRS	162
28.10.2025	TEENAGE DISCO		LOCAL ORG		9HRS	216
30.10.2025	WEDDING			PRIVATE HIRE	2HRS	101
31.10.2025	WEDDING	PRIVATE HIRE			2HRS	250
31.10.2025	RECEPTION		PRIVATE HIRE		DAY	504.5
01.11.2025	SALE	PRIVATE HIRE			8HRS	522
05.11.2025	MEETING	LOCAL ORG.			2.5HRS	45
12.11.2025	MEETING		LOCAL ORG		3HRS	72
12.11.2025	MEETING	LOCAL ORG.			5HRS	90.5
14.11.2025	COMEDY CLUB		PRIVATE HIRE		6HRS	342
15.11.2025	WEDDING			PRIVATE HIRE	2HRS	134
15.11.2025	PARTY		PRIVATE HIRE		6.5HRS	405

20.11.2025	WEDDING		PRIVATE HIRE	2HRS	101
21.11.2025	WAKE		PRIVATE HIRE	5HRS	165
22.11.2025	SALE	PRIVATE HIRE		8HRS	522
24.11.2025	BOOK LAUNCH	PRIVATE HIRE		2HRS	58
26.11.2025	EXAMS		LOCAL SCHOOL	4HRS	72
27.11.2025	EXAMS		LOCAL SCHOOL	7HRS	126
27.11.2025	MEETING		PRIVATE HIRE	3.5HRS	84
01.12.2025	EXAMS		LOCAL SCHOOL	3HRS	54
01.12.2025	MEETING	PRIVATE HIRE		3HRS	54
02.12.2025	COMPANY EVENT	PRIVATE HIRE	PRIVATE HIRE	8HRS	860
03.12.2025	MEETING	LOCAL ORG.		2.5HRS	45
03.12.2025	EXAMS		LOCAL SCHOOL	4HRS	72
04.12.2025	COMPANY EVENT		PRIVATE HIRE	13HRS	741
05-06.12.2025	CHARITY BALL	PRIVATE HIRE	PRIVATE HIRE	DAY	1174
07.12.2025	CONCERT		LOCAL ORG	4HRS	180
08.12.2025	WEDDING		PRIVATE HIRE	2HRS	101
09.12.2025	PARTY		LOCAL ORG	9HRS	216
10.12.2025	MEETING		LOCAL ORG	3HRS	72
11.12.2025	MEETING		LOCAL ORG	4HRS	84
13.12.2025	SALE	PRIVATE HIRE		8HRS	522
13.12.2025	CHARITY BALL		PRIVATE HIRE	10HRS	667.5
14.12.2025	BAND CONCERT		PRIVATE HIRE	4HRS	157.5
16.12.2025	CONCERT		PRIVATE HIRE	7HRS	399
17.12.2025	CONCERT		LOCAL ORG	5HRS	175.5
18.12.2025	PARTY		PRIVATE HIRE	DAY	574.5
20.12.2025	WEDDING		PRIVATE HIRE	2HRS	134
03.01.2026	WEDDING	PRIVATE HIRE		9HRS	621
07.01.2026	MEETING	LOCAL ORG.		2.5HRS	45
14.01.2026	MEETING		LOCAL ORG	3HRS	72
15.01.2026	SOUND TEST		LOCAL BAND	3HRS	72
22.01.2026	MEETING		LOCAL ORG	3HRS	72
29.01.2026	MUSIC PERFORM.		PRIVATE HIRE	6HRS	342
30.01.2026	BARN DANCE		LOCAL ORG	5HRS	120
31.01.2026	WAKE	PRIVATE HIRE		6HRS	318



MARLBOROUGH TOWN COUNCIL

INCOME AND EXPENDITURE BY BUDGET HEADING

Month No: 10

Actual Year Current Variance Funds % Spent Transfer NOTES  
To Date Annual Budget Annual Total Available to/from EMR

PROPERTIES

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	31,602	27,500	-4,102		114.9%
1112	GEORGE LANE TOILETS	2,048	3,000	952		68.3%
1329	MY & MC INCOME	7,996	8,000	4		100.0%

KEY

Over	
On budget	
Saving	

EXPENDITURE

Corporate Properties

4062	MTCE/ELEC CORP. PROPS.	17,023	15,000	-2,023	-2,023	113.5%
4065	IRRECOVERABLE VAT	5,053	-	-5,053	-5,053	0.0%
4066	MARKETING	-	250	250	250	0.0%
4070	Defibs	1,114	750	-364	-364	148.5%

Wall car park, FRAs,electrics, downpipes, fees

1,020

Town Hall

4019	CLEANING MATERIALS	866	1,000	134	134	86.6%
4030	INTRUDER ALARM	945	2,000	1,055	1,055	47.3%
4035	SANITARY DISPOSAL	513	1,600	1,087	1,087	32.1%
4037	LIFT MAINTENANCE	1,704	3,415	1,711	1,711	49.9%
4038	MAINTENANCE	39,688	40,000	312	312	99.2%
4065	IRRECOVERABLE VAT	3,400	-	-3,400	-3,400	0.0%
4300	BOILER MAINTENANCE	244	930	686	686	26.2%
4304	LICENCES/PERFORMING	1,393	3,000	1,607	1,607	46.4%
4305	BROADBAND	-	2,100	2,100	2,100	0.0%
4315	REFUSE COLLECTION	1,620	1,550	-70	-70	104.5%
4998	MARKETING	575	200	-375	-375	287.5%
4999	PUBLIC TOILETS	3,722	7,200	3,478	3,478	51.7%
4306	COOPERS CORNER	197	800	603	603	24.6%
4313	PUBLIC TOILETS	6,662	17,100	10,438	10,438	39.0%

3,000 Feasilbility study, ladies toilets, lift, curtains deposit, water cylinder, chamber framework deposit,

Wedding brochure

invoice pending

Community and Youth Centre

4019	CLEANING MATERIALS	576	400	-176	-176	143.9%
4030	INTRUDER ALARM	1,006	2,070	1,064	1,064	48.6%
4035	SANITARY DISPOSAL	513	775	262	262	66.2%
4037	LIFT MAINTENANCE	355	880	525	525	40.3%
4038	MAINTENANCE	19,683	-	-19,683	-19,683	
4072	EQUIPMENT	81	500	419	419	0.0%
4304	LICENCES/PERFORMING	821	330	-491	-491	248.9%

Repair work pending

14,713 Hall floor, painting , windows, patio

Increased new film charges

Income 118,294 140,266 21,972 84.3%

Expenditure 107,754 101,850 -5,904 -5,904 105.8%



		12/07/2025		11/10/2025		18/12/2025	
		Lead	Nickel	Lead	Nickel	Lead	Nickel
1st Floor Kitchen	Pre Flush	5.02	<5	5.09	5.5	4.1	9.8
	Post Flush	0.67	<5	1.3	<5	0.19	<5
	Stagnation	3.3	<5			0.96	<5
Lower Ground Kitchen	Pre Flush	3.33	<5	3.61	<5	7.91	314.9
	Post Flush	1.85	<5	0.61	<5	0.6	<5
	Stagnation	4.01	<5			2.21	11.1
Accessible Toilet	Pre Flush	3.41	13.9	1.14	26.5	1.83	<5
	Post Flush	0.92	9.2	1.26	13.6	4.3	<5
	Stagnation	1.25	12.3			2.33	<5
Drink Fountain	Pre Flush	5.99	<5	5.42	<5	9.19	9.7
	Post Flush	1.83	<5	3.65	<5	3.75	<5
	Stagnation	4.35	<5			4.67	<5

Nickel levels should be <20

Lead levels should be <10