

Report on Town Council Properties

Summary – This report asks Members to note property updates.

1. **Town Hall** – Closed to the public due to pandemic lockdown. Fire Alarm annual service complete. Regular checks are being carried out. **See Agenda Item 6**
2. **5 High St Offices** – Closed to the public due to pandemic lockdown. PAT testing has been carried out by Assistant Caretaker. Fire Alarm annual service completed - awaiting quote for system update.
3. **5 High St Shop** – Shop closed due to pandemic lockdown. Current lease expired and tenants remain under a 'Tenancy at Will' letter which continues the terms and conditions of the lease.
4. **5 High St Flat 2** – Nothing to report
5. **The Merchant's House** – Nothing to report
6. **1/2 Kingsbury St Shop** – Nothing to report
7. **1A Kingsbury St Flat** – Nothing to report
8. **2A Kingsbury St Flat** – Nothing to report
9. **3 Kingsbury St Shop** – Closed due to pandemic lockdown.
10. **3a Kingsbury St. Studio Flat** – Nothing to report
11. **3b Kingsbury St. Studio Flat** – Nothing to report
12. **Recreation Ground Cottage No. 1** – Replacement back door has been fitted
13. **Recreation Ground Cottage No. 2** – Replacement front and back doors have been fitted. Replacement bathroom suite to be fitted by end of March 2021.
14. **Elcot Lane Pavilion/Boxing Club** – Nothing to report
15. **Bowls Club** – Closed due to pandemic lockdown. New lease agreement to be finalised.
16. **Marlborough Community & Youth Centre** – Closed to the public due to pandemic lockdown. Replacement hand drier, repairs to boiler and repairs to steps. Regular checks are being carried out.
17. **Coopers Corner Toilets/Community Room/Tourist Inf Point** – Public toilets remain open during lockdown. Community Fridge Project to open when COVID restrictions allow. Regular checks carried out.
18. **Workshop** – **See Agenda item 8**
19. **Bus Shelters** – Refurbishment ongoing.

General - Window cleaning has been carried out at the Town Hall, Offices and Kingsbury Street. Legionella testing continues to take place monthly at the Town Hall, Offices and MC & YC

Office Manager – 21 January 2020

Town Hall

Summary – Though the Town Hall is currently closed to the public due to the pandemic lockdown, this report brings Members up to date with current works., etc.

1. Planned Works/Projects

The following works will be taking place during the Municipal Year 2020/21.

WORKS	COMMENT	COMPLETED
Repairs to Kingsbury Street entrance door	Repairs due to accident in summer 2020. (Painting work undertaken by caretakers)	Completed September 2020
Various external works	This is a major project with the involvement of a professional architect/project manager. Due to take start in March 2021. Tender bids to be submitted to Cllrs at an Extraordinary Full Council meeting on 1 February	
GENERAL MAINTENANCE - Standard day to day and other ongoing tasks (lift checks, window cleaning, boiler maintenance, gutter clearance, etc. continue outside of this schedule).		

2. Impact of COVID

The Town Hall is now closed due to the pandemic lockdown. It is regularly checked by the Town Hall caretakers and minor repairs and redecorating works are taking place. Some external checks (e.g., legionella, fire alarm checks) continue to take place. Once the lifting of restrictions is known then the building will re-open in line with COVID secure measures in place. Councillors will want to be aware that the building (along with the Community and Youth Centre) was offered up as a vaccination venue, but found not to be suitable.

3. External Works

At the Full Council meeting of meeting of 20 July 2020, the following resolution was made:

RESOLVED: that the tendering process for external works to the Town Hall begins via the government's Contract Finder website as set out in the Town Council's Financial Regulations

Update: Tenders were sought via the Contractors website and an advert placed in the Wiltshire Gazette and Herald. A good number of bids have been received which were opened via Zoom with the Town Clerk, Mayor and Architect present (all in line with Financial Regulations). The bids will be submitted to Cllrs at an Extraordinary Full Council meeting on 1 February. Works are planned to start in March 2021.

5. Financial Implications

A breakdown of budget expenditure is at **Appendix 1**. Ear marked reserves for the Town Hall stand at £170,000 (this will be for the external works project). Councillors should note that VAT may not be refundable on part of that project. The projected loss of Town Hall income for the next financial year (2021/22) was taken into account when setting the budgets.

Town Clerk's Recommendation

The Town Clerk recommends that Members note this report.

Town Clerk
21 January 2021

Review of Venue Hire Charges

Summary – This report asks Members to consider venue charges for 2021/22

1. Background

Members are asked to consider suggested small increases in charges for the Town Hall (**Appendix 1**) and the Marlborough Youth & Community Centre (**Appendix 2**).

2. Point to Note

- There is no charge for the Community Room at Coopers Corner as it has been agreed that this should be given over the Community Fridge Project. The following is the resolution made by Full Council on 2 November 2020 (Min.259/20)

RESOLVED: that Marlborough Town Council supports the project to locate a Community Fridge at the community room at Coopers Corner at no cost, and to review it after one year

- Town Hall hire income may be affected by the external works between March – end-June. (All hirers have been given forewarning of this)

3. Financial Implications

Members are aware that the ongoing impact of COVID will affect the income from venues. As part of the budget setting process, the projected income for the Town Hall for 2021/22 is £20,000 (down from £30,000 the previous year) and for the MC&YC for 2021/22, £6,100 (down from £8,250).

Town Clerk's Recommendation

The Town Clerk recommends that members agree the small rises at Appendices 1 and 2.

Town Clerk

21 January 2021

New Workshop

Summary – This report reminds Members of the work undertaken so far and asks them to note the most recent survey and consider giving the go ahead for a full planning application to be submitted to the Local Planning Authority and for discussions to start about changes to the current lease.

1. Background

Members will recall that pre-planning application advice was sought for the proposal to erect a 298sqm storage building next to the greens shed on land owned by Marlborough Golf Club adjacent to The Common. Following this, a Landscape and Visual Impact Report and Topographical Survey was commissioned and submitted to this committee. At the Property Committee of 5 October, it was also agreed that a Tree Survey be commissioned. The following resolutions were made (Min.235.20):

RESOLVED: (i) that a Tree Survey be commissioned

RESOLVED: (ii) that a meeting is arranged with the Golf Club to include the Town Mayor, Chairmen of the Property, Amenities & Open Spaces and Finance & Policy Committees to bring them up to date with plans

Update - The Tree Survey has been completed and is at **Appendix 1**. A verbal update will be given at the meeting following an onsite meeting with the Golf Club relating to this survey.

A virtual meeting took place on 12 January 2021 attended by reps from the Town Council, the Golf Club, the Tennis Club and Woolley & Wallis. This was productive and updated all parties impacted by the new workshop. It was a helpful meeting which identified a small number of other issues relating to both Clubs that will need to be discussed. (An onsite meeting has already been arranged about car parking arrangements for the Tennis Club)

2. Financial Implications

As agreed in 2019/20 and reiterated through the precept setting process, an ear marked reserve of £116,589 is in place towards the project. There is also a revenue budget line for 2020/21 for £12,000 (110/4073). There will be no revenue budget line for 2021/22. At year-end, it is hoped that further funds will be added to the ear marked reserve.

3. Golf Club Lease

A formal request has been received by the Town Council from the Golf Club to change the terms of its lease.

Town Clerk's Recommendation

The Town Clerk recommends that Members agree:

- i) That a planning application is submitted by Woolley & Wallis as soon as possible
- ii) That discussions continue with the Golf and Tennis Clubs about any other issues raised about the area around the site
- iii) That discussions begin with the Golf Club about the current lease.

Town Clerk – 21 January 2021