

Town Hall

Summary – This report asks Members to note progress towards agreed works recommended in a recently commissioned Condition Survey and consider proposals by the Town Council's Architect on how these should move forward

1. Background

It was agreed at the meeting on 7 October to appoint an architect/surveyor to oversee works recommended in the recently undertaken Condition Survey (which included a drone survey). This extensive report recommended a number of works to properties in Kingsbury Street and at 5 High Street as well as to the Town Hall. Additional works have also been identified relating to a repair required to the attic of the Town Hall where water is coming into part of the roof.

RESOLVED: (iii) to appoint a professional architect or surveyor (in accordance with Financial Regulations para. 11.1a) to oversee works recommended in the recently commissioned Condition Survey.

An architect (familiar with this historic building) has been appointed and his approach to the work is attached. Members should take particular note that scaffolding is likely to be needed to enable the works to take place.

2. Financial Implications

Members will want to consider what budget to allocate for these works (as yet not costed – though the scaffolding costs will be submitted in December to give an idea of costs in time for final budget and precept setting in January). There is an ear marked reserve for Town Hall works of £159,000.

Town Clerk's Recommendation

The Town Clerk recommends that Members agree to the approach put forward by the Town Council's appointed architect and that this is signed off.

Town Clerk

6 November 2019

New Workshop at The Common

Summary – This report asks Members to note this update about progress towards a new workshop at The Common

1. Background

At the meeting of 7 October, Members discussed taking the project forward, the first step being to obtain pre-application planning advice from Wiltshire Council. As agreed, our agents have prepared the application and have submitted drawings following the guidance from the Town Council. An extract from the meeting minutes is as follows:

286/19 NEW WORKSHOP AT THE COMMON

Members noted the Town Clerk's report about progress towards a new workshop at The Common and considered options for design. Members discussed:

- The plans produced by the Town Council's Land Agents
- That with a large WC-owned salt depot in Marlborough, only small store of salt could be kept at the new site for local gritting purposes
- The provision of heating for the staffing areas
- Whether trees would need to be removed during the excavation work and whether there would be disruption to wildlife habitats
- That whilst the Golf Club could use some of the excavated soil, additional costs may need to be considered for the excavation project when setting the 2020/21 budgets and precept
- Whether to install CCTV at the site once complete

RESOLVED: that the plans for an L-shaped steel-framed building were agreed for submitting for pre-planning advice to Wiltshire Council

The application for pre-application advice has been submitted to Wiltshire Council and we await a response

2. Excavation

Excavation of the site is a large part of the work and Councillors need to consider this when setting this committee's budget for 2020/21. (The project build is likely, after factoring in a response to the request for pre-planning application, a full planning application and the tender process via the government's Contract Finder website, to start in April 2020).

Initial investigations indicate a cost of circa £12,000 and this is with soil staying on site for use elsewhere on The Common. It would involve the use of an excavator, dumper trucks, etc. The work will take approximately 2 weeks to complete. If a large volume of chalk is found, then this will add to the timescales and costs.

3. Financial implications

There is an ear marked reserve for the project of £67,472 towards the building itself. (This steel framed building is likely to cost in the region of £70,000). A budget line currently sits within the A&OS committee for this which, as already agreed, will be transferred to the Property Committee budget for 2020/21. The allocation for the current year is £12,000.

ITEM 6

There will be little predicted spend aside from works undertaken by the Town Council's agents. Councillors may like to consider ear marking any balance towards the project at the end of the current Financial Year. Later, at agenda item 8, Members will want to consider what allocation to give to next year's budget. It is suggested a budget of £15,000- £20,000 would be sensible, though this has not been costed out as yet. There will be additional costs once the building is up – lighting, CCTV, welfare facilities for staff, etc

4. Points to Note

No work has yet been undertaken or decision made on decommissioning the current workshop site or its future use. This is probably best re-visited once Councillors are aware of the outcome of the request for pre-planning advice for the new site.

Town Clerk's Recommendation

The Town Clerk recommends that Members note this report and consider what budget allocation to make for 2020/21.

Town Clerk

6 November 2019

Simplification of Town Hall Hire Charges

Summary – To seek members approval to streamline and simplify the Town Hall Hire Charges 2020/21.



Background

At the meeting of the Property Committee on 7th October 2019 members resolved to defer a decision on the proposed charges for the Town Hall 2020/21 pending simplification of the current format to make the booking process more streamline and simple for hirers to understand.

Current Situation

The current format offers an hourly rate alongside fixed timings i.e. 8.30am – 1pm, 6pm – midnight etc. This structure is quite restrictive and prescriptive. It was felt therefore that by introducing a flat hourly rate, in the main, would make the process simpler for all. It should be noted that the fixed timings currently offered attract a reduced rate on the hourly rate, often heavily reduced. Consideration had to be given therefore to adjust the flat hourly rate, to ensure that the increase in booking costs was not excessive, to retain regular users of the building, whilst ensuring that there is no loss to the Town Council.

A day rate has been retained for private hirers for the booking of parties/celebrations etc. however it was not felt that this would benefit commercial hirers, as the majority of these types of bookings take place during the day, therefore this option has been removed.

A separate proposal for wedding packages is currently being worked on and will be introduced, in line with the new costings in the New Year. Please note, bookings which relate to wedding ceremonies, receptions etc. are subject to VAT. The hire charges shown include VAT @ 20%.

Existing and proposed format and charges for each booking category: Commercial, Private, Charity and Weddings are attached at **Appendix 1**.

Recommendation

Members are requested to approve the proposed charges and new format for 2020/21.

Author – Assistant Town Clerk

7th November 2019

Property Committee – Budget Setting – 2020/21

Summary - In line with Financial Regulation 3, the Property Committee (as with all budget holding committees) should submit budget proposals for the following financial year to the Finance & Policy Committee before final recommendation to Full Council. Members are now asked to consider estimates for 2020/21. *This item is being re-submitted to enable Cllrs to consider further expenditure estimates.*

1. Background

Members considered 2020/21 budget figures at its meeting on 7 October. The relevant extract from the meeting minutes is as follows:

PROPERTY COMMITTEE BUDGET SETTING – 2020/21

A proposed budget was considered with the following changes discussed:

- To include a line item for the new workshop at The Common (currently in the Amenities & Open Spaces Budget)
- Provision for a replacement boiler and temperature controls for the Town Hall
- To separate the public toilets from the other areas at the Coopers Corner building in different line items
- To reduce contingency to £1,000
- To check the costings around the MC&YC intruder alarm line
- To increase MC&YC maintenance to £5,000

RESOLVED: to update the budget based on comments at the meeting and to call a further meeting in November to decide on the Property Committee's estimated expenditure/income for 2020/21 to recommend to the Finance and Policy Committee

Budgets were amended accordingly, and officers have compiled a refreshed set of budget proposals for Members to consider (colour coded to identify where there are changes to existing budgets or new budget lines.) **This is at Appendix 1.** Again, this is based on spend to 26 September, almost the halfway point in the year.

These are estimates only and it is for Members to decide what figures to take forward.

2. Points to Note

- All budgets will be affected by devolved services and asset transfers from Wiltshire Council over the coming 18 months. (*Marlborough is not due to start discussions with WC until May 2020*). Members may like to add in a contingency budget line in case any enhancements are needed to properties as a result of devolution/asset transfers. Though this may sit best with the general ear marked reserve already set aside for this (£46,000)
- Members will want to consider decisions made at Item 5 (Town Hall), Item 6 Workshop and Item 7 (Venue Hire charges). Income lines may also be affected by decisions made at Item 10 (Town Council-owned properties).

ITEM 8

- Members may like to consider whether or not an element ought to be included for a replacement gas boiler in the Town Hall (replacement parts are becoming harder to source for this current boiler).

Town Clerk's Recommendation

The Town Clerk recommends that Members agree the Property Committee's estimated expenditure/income for 2020/21 to recommend to the Finance & Property Committee.

Town Clerk

7 November 2019