

Marlborough Town Council



Property Committee

Minutes of a meeting of the Property Committee held Monday, 19 February 2024 in the Council Chamber, Marlborough Town Hall at 7pm

PRESENT	Councillor Mervyn Hall	Chair
	Councillor Mark Cooper	
	Councillor Kym-Marie Cleasby	
	Richard Spencer-Williams	Town Clerk
	Dawn Whitehall	Corporate Services Officer

PUBLIC QUESTION TIME

There were no members of the public present.

445/23

APOLOGIES

Apologies for absence were received from **Councillors Thomas, Shantry** and the **Town Mayor, Councillor Nicholas Fogg**.

446/23

DECLARATIONS

There were no declarations.

447/23

CHAIR'S ANNOUNCEMENTS

There were no announcements.

448/23

MINUTES

RESOLVED: that the minutes of the meeting held 4 December 2023 were confirmed as a true record and signed by the Chair

449/23

ACTION LOG

Members noted the updated action log.

450/23

FINANCE REPORT

Members noted the finance report for Q3/month 9 with no issues arising.

451/23

TOWN COUNCIL-OWNED PROPERTIES

Members noted the Office Manager's report.

The Town Clerk advised that at the Kingsbury Street properties the windows at the rear were in need of maintenance and repair, and that rainwater goods were also in need of attention. If scaffolding was required, Members agreed that it would make sense to complete all works at the same time to avoid additional costs and that the work should be conducted as soon as possible for the benefit of the tenants.

ACTION: Town Clerk to investigate options for repair and maintenance to rainwater goods and rear windows at Kingsbury Street properties

452/23 VENUE BOOKINGS

Members noted the hiring data for the Marlborough Community & Youth Centre and Town Hall, and that Town Hall bookings had improved over the previous year.

453/23 TOWN HALL HEATING

The Town Clerk provided a verbal update on the project to replace the boilers at Marlborough Town Hall:

- A listed building planning application was under consultation
- A tender process for the replacement boilers would run until the end of March: several service providers had been contacted and the tender was also available on Contracts Finder
- Building work would be subject to a separate tender process
- Installation was likely to be July or August 2024

454/23 KINGSBURY STREET PROPERTY WINDOWS

The work to repair and restore the windows to the first and second floor on the street side of Kingsbury Street buildings was complete and had been achieved under budget.

455/23 WORKSHOP EXTENSION

Phase 1 was to extend the workshop by adding a storage barn, which had been made off-site. The barn would be assembled once groundwork preparation and hard landscaping was complete.

456/23 ENERGY REPORTS

Members noted the Town Clerk's report, and discussed the difficulty in getting accurate data from some providers, although West Mercia had good data available which was easy to access and download. All agreed it was a good start, and that monthly usage reports should be the priority.

The meeting closed at 7.36 pm

Signed:
Chair

Date: