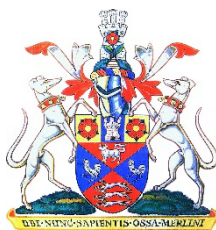


Marlborough Town Council



Property Committee

Minutes of a meeting of the Property Committee held Monday, 24 January 2022
in the Court Room, Marlborough Town Hall at 7pm

PRESENT Councillor Guy Loosmore Chairman
Councillor Mark Cooper Town Mayor
Councillor Nicholas Fogg
Councillor Lisa Farrell
Councillor Mervyn Hall
Councillor Jo Waltham
Councillor Richard Allen

ALSO

PRESENT Richard Spencer-Williams Town Clerk
Councillor Andrew Ross
Dawn Whitehall Administrator

PUBLIC QUESTION TIME

There were no questions.

346/21 APOLOGIES

Apologies for absence were received from **Councillors Cleasby and Davies** and **Councillor Fogg** (after 8pm).

347/21 DECLARATIONS

Councillor Hall – agenda item 16 – Tenancies and Leases – Bowls Club – non-pecuniary interest.

348/21 CHAIRMAN'S ANNOUNCEMENTS

There were no announcements.

349/21 MINUTES

RESOLVED: that the minutes of the meeting held 4 October 2021 were approved as a true record and signed by the Chairman

350/21 ACTION LOG

Members noted the updated Action Log report.

351/21 BUDGET UPDATE

Members noted the Property Committee update report for Month 9.

352/21 TOWN COUNCIL PROPERTIES

Members noted the Office Manager's report. Discussion points included:

- The **Town Clerk** provided a detailed sheet showing examples of the type of small maintenance/repair expenditure arising from the Town Council's property agent recommendations (e.g. replacing taps). Any major items of expenditure, such as a replacement fence, would always be brought to the Committee for authorisation.
- With approximately £7,000 budget remaining, whether to inspect all properties to identify issues that could be put right in the current year
- Whether budget would be required for shop refurbishment costs should there be a change of tenancy in a commercial building
- Whether to arrange annual inspections of all properties by the Chairman of Property and Town Clerk to identify potential issues, improvements or remedial actions

RESOLVED: to arrange an annual inspection visit to all properties for the Chairman (or his representative) and the Town Clerk

353/21 TOWN HALL BOOKINGS

Members noted the report on Town Hall bookings. Discussion points included:

- A request for comparison figures against hirings in 2019 for a future report
- That given the recent uncertainties due to Coronavirus the hiring rate seemed to be healthy
- Whether hirers were asked to provide feedback after events, and if not, to initiate a request for feedback
- Whether customer testimonials could be added to the Town Hall pages of the website
- Whether a half-yearly report of customer feedback could be provided

RESOLVED: to collate feedback from Town Hall hirers and provide a report twice per year

ACTION POINT: a report in the April meeting to include 2019 comparisons

354/21 COMMUNITY AND YOUTH CENTRE BOOKINGS

Members noted the report on bookings for the Community and Youth Centre. Discussion points included:

- The venue was popular and getting busier all the time
- That **Councillor Farrell** would like to hold Youth Clubs on more than one day per week if availability allowed
- Whether to apply the same customer feedback process as discussed for the Town Hall

ACTION POINT: to collate customer feedback from Community & Youth Centre hirers and provide reports twice per year

355/21 BUS SHELTERS

Members noted the report on bus shelters. Matters arising included:

- Whether there were still bus services stopping at shelters
- To continue with weekly checks for litter and tidying
- To continue with annual deep clean/graffiti removal
- How to prevent graffiti being immediately repainted
- Whether to apply anti-graffiti paint
- Whether to approach a professional graffiti artist, for example via the Local Youth Network, to create artwork
- Whether to replace missing or damaged bricks
- Whether to add shrubs or flowers to enhance the appearance
- To check whether there were timetables in each and add them if required

ACTION POINT: the **Town Clerk** to discuss suggestions with the **Grounds Manager**

356/21 LEGIONELLA

Members noted the report on the status of the Council's Legionella monitoring.

357/21 VENUE HIRE CHARGES

Members considered the hire charge % increase for 2022-23 for hiring Marlborough Town Hall and Marlborough Community and Youth Centre. Matters arising included:

- That the cost of maintaining the buildings was always greater than the income received from hiring
- Whether to revisit unused areas, e.g. the second floor and/or basement, to explore possibilities to create a heritage centre
- Whether a heritage centre could potentially generate revenue
- Whether the bar, kitchen and toilet facilities were adequate for hirers and whether improving them would attract more hirers
- That there had been complaints about the size of the bar area; whether there were opportunities to reconfigure the building to create more space
- Whether the layout and facilities of the kitchen made catering for large numbers difficult, and whether improving it would lead to more hirings
- That **Councillor Farrell** had experienced difficulties when catering an event for 60 people from the Town Hall kitchen
- Whether to redesign and improve toilet facilities; whether some toilets could be relocated to provide more space for the bar and kitchen
- Whether to create a single project to incorporate existing and potential options (Members had already agreed to investigate improving the insulation of the building)
- Whether to phase any building work to improve existing facilities before creating a heritage centre

- Whether improving facilities would attract more big events, weddings or parties leading to increased revenue
- To seek professional advice for design, fixtures and fittings e.g. from catering professionals e.g. **Councillor Cleasby**
- To review plans that had been drawn up in 2012 but not pursued

RESOLVED: (i) the **Town Clerk** and **Chairs** of the **Property** and **Finance & Policy Committees** to hold an on-site meeting to review the building layout, the 2012 plan and return to a future Committee meeting with an outline proposal for further discussion to include:

1. opportunities for upgrading the kitchen
2. opportunities for extending and improving the bar
3. creating access to the second floor and basement
4. potential sources of funding
5. a phased approach to any work

RESOLVED: (ii) that a 5% increase for 2022-23 hire charges is confirmed for Marlborough Town Hall and Marlborough Community and Youth Centre

358/21 FENCE AT 2, RECREATION GROUND COTTAGES

Members noted an update report about the completion of work to create a new fence at 2, Recreation Ground Cottages. Comments included:

- Whether the new fence would create a satisfactorily secure boundary for the tenant
- That the design was more robust: it included composite gravel boards and metal posts and allowed for easier maintenance

359/21 TOWN HALL MARKETING

Members held a general discussion to consider opportunities for the marketing of the Town Hall. They received a demonstration of existing marketing material, including the website, a stand-alone online brochure and the inclusion of the Town Hall as an event venue on Google together with customer reviews. Comments and suggestions included:

- To include references and/or photos of past prestigious events which had taken place in the Town Hall in marketing materials, e.g., Lit Fest, Jazz Festival, Wiltshire Life Awards, Royal Visits

Councillor Fogg left the meeting

- Whether to create and photograph a demonstration of the building as if set up for a wedding and use the photographs in marketing material
- Whether to hold a wedding fair with mock-ups of room layouts
- Whether to attend other wedding fairs to promote the Town Hall as a venue
- Whether to take a stall at an upcoming Wedding Fair at Marlborough College
- Whether a Town Hall Marketing Working Party from the previous Council should be restarted, and outstanding actions reviewed

- To continue to evolve the Town Hall section of the website and future brochures, e.g. to add links to local florists, caterers etc

ACTION POINT: to keep Town Hall Marketing as a standing agenda item

360/21 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 items of business as publicity would be prejudicial to the public interest because of the confidential nature of the business to be transacted

361/21 TENANCIES AND LEASES

Members noted the Property Committee budget update report for tenancies and leases.

RESOLVED: that the renewal of the lease for Marlborough Bowls Club was agreed

The meeting closed at 8.16 pm

Signed:
Chairman

Date: