

Marlborough Town Council



Property Committee

Minutes of a meeting of the Property Committee held Monday, 17 July 2023 in the Council Chamber, Marlborough Town Hall at 7pm

PRESENT	Councillor Mervyn Hall	Chair
	Councillor Nicholas Fogg	Town Mayor
	Councillor Mark Cooper	
	Councillor Kym-Marie Cleasby	Vice Chair
	Councillor Caroline Thomas	
	Councillor Kelvyn Shantry	
ALSO PRESENT	Richard Spencer-Williams	Town Clerk
	Dawn Whitehall	Corporate Services Officer
	Alice Gregory	Town Council Intern

PUBLIC QUESTION TIME

There were no members of the public present.

120/23 APOLOGIES

None declared.

121/23 DECLARATIONS

None declared.

122/23 CHAIR'S ANNOUNCEMENTS

None declared.

123/23 MINUTES

RESOLVED: that the minutes of the meeting held 17 April 2023 were approved as a true record and signed by the Chair

124/23 ACTION LOG

Members noted the updated action log. Verbal updates included:

#140: Use of Coopers Corner for Community Fridge - a meeting between Transition Marlborough and the Town Clerk was scheduled for later in the week to progress a formal agreement

#141: Second quote being waited on (to insulate residential properties).

125/23 FINANCE REPORT

Members noted the finance report for month 3. There were no questions.

126/23 REPORT ON TOWN COUNCIL PROPERTIES

Members noted the Office Manager's report. Matters arising included:

- The **Town Clerk** answered questions about the loft space above Kingsbury Street properties.
- **Councillor Thomas** asked about the condition of the basketball hoop at the Recreation Ground and whether it could be mounted somewhere so that it could be used.

127/23 TOWN HALL AND COMMUNITY CENTRE BOOKINGS

Members noted the update report and that bookings were increasing back to pre-COVID levels.

Members considered an apparent low level of bookings for wedding receptions compared to ceremonies and discussed:

- Whether there was a lower levels of weddings
- Whether there was a need for more advertising (promotional material was already available)
- Whether poor parking spaces (lack of) was a deterrent
- Whether Marlborough Town Council hiring was expensive compared to others such as Chippenham
- Since COVID, whether people were used to having smaller groups, so perhaps a large town council hall was not necessary
- Whether reducing the price of hiring would increase the number of bookings
- Whether people who book ceremonies could be offered a discount for receptions
- Whether a wedding fayre was still in the diary, and whether it was still proposed to use it to promote the Town Hall
- Whether to market the Town Hall for weddings periodically via social media

128/23 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 commercial or confidential nature of the business to be transacted

129/23 ASSEMBLY ROOM FLOOR

RESOLVED: that restorative sanding and treatment of the Assembly Room floor was approved

130/23 PROPERTY VALUATIONS

RESOLVED: a preferred agent was agreed, and to delegate to the Town Clerk to finalise contractual arrangements to conduct insurance valuations of the Town Council's properties

131/23 CONFERENCE MICROPHONES

Members considered quotations for wired and wireless microphone systems for the Town Hall. These could be offered as a chargeable package to hirers as well as supporting Town Council meetings and would enhance the offering as a conference venue.

RESOLVED: that, subject to clarification on the ability to expand the number of microphones and training availability, to purchase a wireless microphone system + 16 microphones

132/23 TOWN HALL HEATING

RESOLVED: to commission a specialist consultancy to conduct a feasibility study and provide a report recommending options for replacing the Town Hall heating system

133/23 TENANCY MATTERS

Members agreed to serve notice on the tenancy in question and

RESOLVED: to delegate to the Town Clerk to liaise with the Town Council's property agent

The meeting closed at 7.57 pm

Signed: Date:

Chair