

Marlborough Town Council



Property Committee

Minutes of a meeting of the Property Committee held Monday, 31 October 2022 in the Council Chamber, Marlborough Town Hall at 7pm

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| PRESENT | Councillor Guy Loosmore Councillor Mervyn Hall Councillor Mark Cooper Councillor Donald Heath Councillor Richard Allen Councillor Kelvyn Shantry | Chair |
| ALSO PRESENT | Richard Spencer-Williams Dawn Whitehall | Town Clerk Corporate Services Officer |

PUBLIC QUESTION TIME

There were no questions.

228/22 APOLOGIES

Apologies for absence were received from the **Town Mayor, Councillor Lisa Farrell.**

229/22 DECLARATIONS

There were no declarations.

230/22 CHAIR'S ANNOUNCEMENTS

Good progress was being made with properties this year, and the Chair passed on his thanks to the Town Clerk and team at the Town Council.

231/22 MINUTES

RESOLVED: that the minutes of the meeting held 4 July 2022 were approved as a true record and signed by the Chair

232/22 ACTION LOG

Members noted the updated action log.

#113: electronic venue booking system: investigations still ongoing but no suitable system yet identified.

233/22

COMMITTEE PRIORITIES

Members noted the Town Clerk's report and considered whether to adjust the proposed priority projects for submission to the 2023-24 budgeting process:

- Work to insulate the Town Hall roof was complete
- An additional priority was identified: to investigate options to upgrade the Town Hall heating system, as well as whether heating systems in residential properties could/should be upgraded

RESOLVED: that the Property Committee priorities for budgeting purposes in 2023-24 are:

1. Maintain existing properties
2. Refurbishment and remedial work to 10 sash windows at Kingsbury Street properties
3. Property valuations
4. Workshop extension (provide for via EMR £264,272)
5. Insulation of tenancies
6. Investigate options to upgrade the Town Hall heating system and residential properties

234/22

REFURBISHMENT WORKS AT KINGSBURY STREET PROPERTY

Members noted the preliminary report and indicative costs to repair and/or refurbish 10 sash windows at Kingsbury Street properties. Discussion points included:

- Concern that the cost could be in the region of £60,000
- That the £60,000 figure was indicative only for budgeting purposes
- To save money, repair and redecoration would maintain the windows for a short period, although replacement would still be required in due course
- Adding double glazed units would make the buildings more energy efficient and reduce carbon emissions
- Restrictions on the type of windows that could be installed in a listed building

RESOLVED: to include £60,000 for refurbishment of Kingsbury Street sash windows in the Committee's 2023-24 budget requirements

235/22

BUDGETS

Members noted the budget position at month 6 and considered budget requirements for 2023-24. Discussion points included:

- Rising energy costs, and whether accurate forecasts were possible for 2023-24 once the fixed term contracts came to an end
- Whether to create an emergency/contingency energy EMR for 2023-24
- Whether to move to a single energy supplier for the Town Hall and Community & Youth Centre
- Whether it was realistic to keep the budget increase to 3% when there were as yet unknown future cost increases likely to be higher than 3% (e.g. national staff pay awards and energy prices) coupled with the cost of maintaining

properties, adding insulation and providing more efficient heating systems to ensure long-term cost savings and improved energy efficiency

- Whether to close public buildings over the colder months to reduce energy costs
- Whether income from rental properties was broadly in line with market rates

ACTION: to ask the Town Council's agent to provide comparable market rates for rental properties

RESOLVED: to recommend the proposed Property Committee budget as stated in the Committee report for 2023-24 to the Finance & Policy Committee subject to a fully funded EMR to cover energy costs which could not yet be accurately predicted

236/22 TOWN COUNCIL PROPERTIES

Members noted the Office Manager's report on Town Council-owned properties.

ACTION: to compile an inventory of heating systems in all properties

237/22 VENUE BOOKINGS

Members noted the update report on the Town Hall and Community & Youth Centre bookings. The **Town Clerk** and **Office Manager** were thanked for the level of detail provided. Discussion points included:

- Whether an electronic system was required when the level of detail available from a manual process was satisfactory for reporting purposes
- Whether future reports could include comparisons to 2018-19
- That future reports could be simplified to exclude weekly lines, focusing on month/YTD totals

238/22 VENUE MARKETING

Members noted the update report from the Tourism Officer and considered a proposed wedding fair to take place in the Town Hall in February 2023. Members supported the proposals and asked for their thanks to be conveyed to the **Tourism Officer** and **Assistant Town Clerk**.

239/22 TOWN HALL ROOF INSULATION

Members noted that the Town Hall roof had been insulated, and the cost of £25,437 had come in under budget, and that it was expected to pay back within 5 years.

240/22 WORKSHOP EXTENSION

Members considered the progress report towards extending the Grounds Team workshop at Salisbury Road Recreation Ground. Discussion points included:

- Whether to seek alternative, short-term accommodation to allow contractors to work on an empty building rather than work around the team and equipment (a unit at Figgins Lane was suggested)
- Whether to appoint a project manager

- Whether proposed parking spaces, which could be used by the community outside of staff working hours, were likely to be approved by Planning Officers

RESOLVED: that the concept plan for the workshop extension is approved

241/22 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 item of business as publicity would be prejudicial to the public interest because of the confidential or commercial nature of the business to be transacted

242/22 SHOP AT 5 HIGH STREET

The Town Council was in the final stages of agreeing a lease with a new tenant for the shop at 5 High Street.

The meeting closed at 8.48 pm

Signed:
Chair

Date: