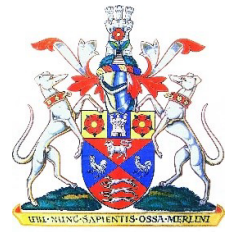


# Marlborough Town Council

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21 October 2025

To: Councillors serving on the Property Committee – Councillors Mark Cooper, Mervyn Hall (Chair), Caroline Sadler (Vice-Chair), Abi Beaumont, plus the Town Mayor Councillor Emily Trow

Dear Councillor

## Property Committee

You are **summoned** to attend an **extraordinary** meeting of the **Property Committee**, which will be held on **Monday, 27 October 2025 at 6pm** in the **Council Chamber, Marlborough Town Hall**.

Yours sincerely

*Richard Spencer-Williams*

Richard Spencer-Williams, PSLCC

**Town Clerk**

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If members of the public wish to attend they should notify the Town Clerk of this by noon on the Friday before the meeting. Places will be allocated on a first come first served basis. Organisations and interest groups are asked to send one delegate. Some members of the public may not be allowed to attend if all the allocated seats are taken.

If members of the public wish to attend and ask a question they should also notify the Town Clerk of this prior to the meeting and provide their question in writing at the same time.

If members of the public wish to ask a question, but not attend, they can provide the question in writing to the Town Clerk by noon on the day of the meeting, and a written response will be provided.

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## PUBLIC QUESTION TIME

In accordance with Standing Order 3(f), members of the public may ask questions of the Property Committee. The time allocated for this should not exceed 10 minutes and be limited to one question per person unless directed otherwise by the Chair. A full response may not be possible without further research, and the Chair may direct that a written or oral response be given.

## AGENDA

### 1. Apologies for absence

### 2. Declarations of interest

To receive any declarations of interest or requests for dispensation

### 3. Chair's announcements

### 4. Minutes

To approve and sign the minutes of the meeting held on 29 September 2025

### 5. To Exclude the Press and Public

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 nature of the business to be transacted.

### 6. Court Room Curtains

To consider the quotes for the Court Room Curtains

## Marlborough Town Council



### Property Committee

Minutes of a meeting of the Property Committee held Monday, 29 September 2025 in the Council Chamber, Marlborough Town Hall at 7pm

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<b>PRESENT</b>	Councillor Mervyn Hall	Chair
	Councillor Emily Trow	Town Mayor
	Councillor Mark Cooper	
	Councillor Caroline Sadler	Vice Chair
	Councillor Abi Beaumont	
	Richard Spencer-Williams	Town Clerk
<b>ALSO</b>		
<b>PRESENT</b>	Councillor Kelvyn Shantry	Observing
	Councillor Nicholas Awbery	Observing
	Councillor Wrench	Observing
	Plus 4 members of the public	

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#### **PUBLIC QUESTION TIME**

Caroline Thomas, with reference to the proposal to replace the hire costs charged to Marlborough Area Youth Forum (MAYF) with an agreed set annual figure, asked if the Committee would be willing to 'make a choice' and principally support the young people of Marlborough whom they are providing for?

A second member of the public (and volunteer with MAYF) stated that the holiday provision run by MAYF was invaluable, and would like to reiterate the question posed by Caroline Thomas.

**181/25**

#### **APOLOGIES**

There were no apologies.

**182/25**

#### **DECLARATIONS**

**Cllr Hall** – agenda item 10 (Marlborough Area Youth Forum) – non-pecuniary (Trustee of MAYF).

**183/25**

#### **CHAIR'S ANNOUNCEMENTS**

There were no announcements.

**184/25**

#### **MINUTES**

**RESOLVED:** that the minutes of the meeting held 28 July 2025 were approved as a true record and signed by the Chair

**185/25 ACTION LOG**

Members noted the updated action log. The Town Clerk reported that despite informing the Boxing Club that the Council was willing to adjust the lease and help with the roof repair of Elcot Pavillion, they had not been forthcoming in engaging to resolve the matter. Cllr Hall agreed to follow up via his community networks.

**186/25 REPORT ON TOWN COUNCIL PROPERTIES**

Members noted a report by the Office Manager about Town Council owned properties.

**187/25 TOWN HALL AND COMMUNITY AND YOUTH CENTRE BOOKINGS**

Members noted the update report on venue hirings. It was suggested that more could be done to promote the two venues, and the Town Clerk undertook to talk to the Council team to see what could be done using the Council's social media channels.

**188/25 WORKSHOP EXTENSION**

Members received a report from the Town Clerk about the completion of a project to extend the Grounds Team Workshop. Cllrs Hall and Cooper had visited the workshop and fed back that they believed a really good job had been achieved, and also within budget.

**189/25 BUDGET REPORT MONTH 5**

Members noted the Property budget report for month 5.

*Councillor Sadler took the Chair for the following item. Cllr Hall did not take part in the discussion or vote.*

**190/25 MARLBOROUGH AREA YOUTH FORUM**

Members considered a request from the Marlborough Area Youth Forum (MAYF) to reduce hire charges for use of the Community and Youth Centre.

**RESOLVED** to suspend Standing Orders

During a suspension of Standing Orders, the matter was discussed with representatives of MAYF, and points of clarification were made:

- As things stand, MAYF only have funds to sustain their services until April 2026
- The proposal was for x2 sessions a week, and x2 activity days
- MAYF sources of funding were via external grant funding only, and sources of funding were becoming challenging to secure
- All MAYF services are free at the point of delivery so as to ensure financial background is not a block to participation
- If the Council supports the proposal, it will help MAYF's financial planning and help sustain its position

**RESOLVED** to reinstate Standing Orders

The Committee further considered the proposal including the need to:

- support young people in the community

- ensure that this proposal is considered against the needs of similar groups who use the centre
- balance the Property budgets

The Committee also acknowledged that the Property income is above target.

**RESOLVED:** to recommend to the Finance and Policy Committee and Full Council to support the proposal to agree an annual fixed fee for MAYF of £500-£1,000

*Cllr Hall resumed the Chair*

**191/25**

**COMMUNITY AND YOUTH CENTRE**

Members considered a report about the water supply at the Community & Youth Centre:

**RESOLVED:**

- To support the mitigating measures undertaken thus far
- Investigate the cost of replacing the supply pipe that connects the Thames Water supply to the Community and Youth Centre
- Continue to investigate the source of the nickel trace

**182/25**

**BUDGET 2026-27**

Members considered the Committee's budget requirements for 2026-27.

**RESOLVED:** to request to the Finance and Policy Committee, for the 2026 27 Property budget to include:

- Continuation of all existing budget lines
- 3% increase on income lines with the exception of 0% increase to Community hire charges
- 3.5% inflationary rise to all external support services expenditure budget lines
- 7.5% precept provision for the Property Maintenance EMR in support of the target figures identified in the Property Maintenance Risk Register

The meeting closed at 8.30 pm

**ITEM 5**

**TO EXCLUDE THE PRESS AND PUBLIC**

To resolve 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 nature of the business to be transacted.

To consider the quotes for the Court Room Curtains

There is currently £9,823 in the Town Hall maintenance budget, and £125,7691 in the property Maintenance EMR.

Members are asked to consider the two quotes for the Court Room Curtains and instruct the Town Clerk accordingly.

**Town Clerk 20 10**