

Marlborough Town Council



18th January 2022

To: Councillors serving on the Property Committee – Councillors Richard Allen, Kymee Cleasby, Jane Davies, Lisa Farrell, Nicholas Fogg, Mervyn Hall (Vice Chair), Guy Loosmore (Chairman), Jo Waltham plus the Town Mayor, Councillor Mark Cooper

Dear Councillor

Property Committee

You are **summoned** to attend the next meeting of the **Property Committee**, which will be held on **Monday, 24th January 2022 at 7.00 pm.**

Yours sincerely

Richard Spencer-Williams

Richard Spencer-Williams, PSLCC

Town Clerk

This meeting will be held in the Court Room at the Town Hall according to the latest Government Covid Safety Guidelines, and managed according to the Health and Safety at Work Act 1974(2)e.

There will be twenty places for members of the public to attend. If members of the public wish to attend they should notify the Town Clerk of this by noon on the Friday prior to the meeting. Places will be allocated on a first come first served basis. Organisations and interest groups are asked to send one delegate.

All those in attendance at the meeting will be required to wear a face mask when moving around the Town Hall, unless exempt or when seated.

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

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 1 question per person unless directed otherwise by the Chairman. 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. Chairman's announcements**
- 4. Minutes**
To approve and sign the minutes of the meeting held on 4th October 2021
- 5. Action Log**
To note and review the Action Log
- 6. Budget Update Report Month 9**
To note the Property Committee budget update report for month 9
- 7. Report on Town Council Properties**
To note the contents of a report by the Office Manager about Town Council-owned properties
- 8. Town Hall**
To note the update report on the Town Hall bookings
- 9. Community and Youth Centre**
To note the update report on the Community and Youth Centre bookings
- 10. Bus Shelters**
To receive the report on the bus shelters, and consider any matters arising
- 11. Legionella Report**
To note the report on the status of the Council's Legionella monitoring
- 12. Marlborough Community and Youth Centre, and Town Hall Hire Charges**
To consider and confirm the hire charge % increase for 2022-23

13. Fence at 2 Recreation Cottage

To note the update report on the new fence at 2 Recreation Ground Cottage

14. Town Hall Marketing

A general discussion to consider the opportunities for the marketing of the Town Hall

15. Exclusion of Press and Public

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

16. Tenancies and leases

**MARLBOROUGH TOWN COUNCIL
PROPERTY COMMITTEE**

Minutes of a meeting of the **Property Committee** which was held on **Monday, 4 October 2021** in the **Assembly Room, Marlborough Town Hall** at 8.31 pm

| | |
|---|------------|
| PRESENT: Councillor Guy Loosmore | Chairman |
| Councillor Mark Cooper | Town Mayor |
| Councillor Mervyn Hall | |
| Councillor Jo Waltham | |
| Councillor Kymee Cleasby | |

ALSO

| | |
|--|---------------|
| PRESENT: Richard Spencer-Williams | Town Clerk |
| Dawn Whitehall | Administrator |

PUBLIC QUESTION TIME

There were no questions.

215/21 APOLOGIES

Apologies for absence were received from **Councillors Fogg, Farrell, Allen, and Davies.**

216/21 DECLARATIONS

There were no declarations of interest.

217/21 CHAIRMAN'S ANNOUNCEMENTS

The programme of work to the Town Hall had been completed since the last meeting. It had been a really good job which had come in under budget. The Chairman thanked all involved for their efforts: Town Council staff and the contractors. The scaffolding and traffic management had been handled well. There had been many appreciative comments on the appearance of the building, and it would be important to maintain it going forward.

218/21 MINUTES

RESOLVED: that the minutes of the meeting held 5 July 2021 were approved as a true record and signed by the Chairman

219/21 REPORT ON TOWN COUNCIL PROPERTIES

The Office Manager's report was noted.

ACTIONS:

- Town Clerk to clarify arrangements with Marlborough Boxing Club for the use (and upkeep of) of the building at Elcot Lane
- Town Clerk to clarify previous years' lease arrangements with the Golf Club
- Town Clerk to provide a report on bus shelters

220/21 NEW WORKSHOP

Members noted the update report. The Town Clerk had recently received more information from agents Woolly and Wallace about progress with the tender process. It might be necessary to schedule an additional meeting once this process was complete. Members raised concerns about rising costs of building materials and whether this would impact the project.

221/21 TOWN HALL

Members noted the report about forthcoming bookings at the Town Hall. Discussion points included:

- How the 2021 bookings compared to 2019, the forecast budget and the previous five years
- Whether facilities could be improved to support corporate events (e.g. microphones)
- Whether more promotion was required, either online, printed brochures or advertising in magazines
- Whether brochures could be printed in time for an event on 26 October
- Whether to arrange a wedding fayre
- Whether the Town Council should run an engagement event to promote the building

ACTION: to print copies of the Town Hall brochure for an event on 26 October

222/21 YOUTH AND COMMUNITY CENTRE

Members noted the report about forthcoming bookings. Discussion points included:

- That many small clubs and groups were still getting back on their feet after the pandemic
- That other, similar venues included Marlborough Scout Hut and Marlborough Town Football Club
- Whether more use of the centre could be offered for youth by creating a budget and working with the Local Youth Network to commission youth services

223/21 DEVELOPMENT PLAN WORKSHOPS

Members reviewed the recent workshop outcomes and felt the following items would fit well under the sponsorship of the Property Committee:

- Climate Emergency
- Maximising Marlborough's assets
- Civic services and program
- Eco-Tourism
- Youth, Community and Business engagement
- Affordable rented accommodation
- Heritage
- Devolution of services

These would be reviewed at the next meeting with a view to agreeing a way forward. In the meantime, Members should put forward ideas to the Town Clerk to aid preparation.

224/21 ENVIRONMENT AND CLIMATE PROTECTION POLICY

Members considered the Environment and Climate Protection Policy and how it could positively influence those services and activities that fall within the remit of the Property Committee:

- Town Council buildings – check/improve insulation
- Town Council buildings – review heating systems
- Audit the Town Council under the proposed Climate Friendly Badge Scheme
- Consider all future projects against the context of this policy
- Consider a ‘green’ supplier when renewing energy contracts

225/21 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 or commercial nature of the business to be transacted

226/21 BUDGET UPDATE REPORT

Members noted the update report.

227/21 BUDGET REQUIREMENTS 2022-23

Members considered the budget requirements for the Property Committee for 2022-23.

RESOLVED: that the budget sheet was agreed with 4 changes

ACTION: Town Clerk to circulated an updated budget sheet

The meeting closed at 9.56 pm

Signed: Date:
Chairman

To note and review the Action Log

| Description | Minute Number | Source | Owner | Status | Meeting or Start Date | Due Date | Notes |
|--|------------------------|--------------------|--------------|---------------|------------------------------|-----------------|--|
| Report on Council Properties: clarify arrangements with Marlborough Boxing Club and upkeep of the building at Elcot Lane | 219/21 | Property Committee | Town Clerk | Complete | 04/10/2021 | | The lease states the tenant must put and keep the whole of the property in good and substantial repair. The lease is 25 years from and including 20 th April 2010 |
| Report on Council Properties: clarify previous years' lease arrangements with the Golf Club | 219/21 | Property Committee | Town Clerk | Complete | 04/10/2021 | | Agenda item 16 - 24.1.22 |
| Report on Council Properties: provide a report on bus shelters | 219/21 | Property Committee | Town Clerk | Complete | 04/10/2021 | | Agenda item 16 - 24.1.22 |
| Town Hall: Print copies of the Town Hall brochure for an event on 26 October | 221/21 | Property Committee | Town Clerk | Complete | 04/10/2021 | | Brochures were printed; meeting was subsequently cancelled |

To note the Property Committee budget update report for month 9

| Property Budget - Month 9 | Actual | Budget | % |
|---|--------------|---------------|---------------|
| 4054 LEGAL & PROFESSIONAL | 5250 | 10000 | 52.5% |
| 4062 MTCE/ELEC CORP. PROPS. | 8311 | 15000 | 55.4% |
| 4066 MARKETING | 0 | 250 | 0.0% |
| 4070 Defibs | 219 | 1000 | 21.9% |
| CORPORATE PROPERTIES :- Indirect Expenditure | 13780 | 26250 | 52.5% |
| 201 TOWN HALL | | | |
| 1050 INCOME-TOWN HALL | 16246 | 20000 | 81.2% |
| 1112 Income Toilets | 582 | 800 | 72.7% |
| TOWN HALL :- Income | 16828 | 20800 | 80.9% |
| 4004 WAGES/NI/SUPERANN | 33999 | 60933 | 55.8% |
| 4011 BUSINESS RATES | 16467 | 16900 | 97.4% |
| 4012 WATER/SEWERAGE CHGS | 0 | 1000 | 0.0% |
| 4014 ELECTRICITY | 2990 | 5200 | 57.5% |
| 4015 GAS | 2079 | 12000 | 17.3% |
| 4019 CLEANING MATERIALS | 316 | 800 | 39.5% |
| 4030 INTRUDER ALARM | 930 | 2000 | 46.5% |
| 4035 SANITARY DISPOSAL | 1063 | 1500 | 70.8% |
| 4037 LIFT MAINTENANCE | 1803 | 3000 | 60.1% |
| 4038 MAINTENANCE | 27974 | 50000 | 55.9% |
| 4039 PERSONNEL CLOTHING | 158 | 800 | 19.8% |
| 4072 EQUIPMENT | 128 | 800 | 16.0% |
| 4300 BOILER MAINTENANCE | 390 | 900 | 43.3% |
| 4301 FIRE EXTINGUISHERS | 0 | 450 | 0.0% |
| 4304 LICENCES/PERFORMING | 1739 | 2600 | 66.9% |
| 4305 BROADBAND | 1402 | 2000 | 70.1% |
| 4315 REFUSE COLLECTION | 617 | 800 | 77.2% |
| 4998 MARKETING | 0 | 500 | 0.0% |
| 4999 PUBLIC TOILETS | 6360 | 7000 | 90.9% |
| TOWN HALL :- Indirect Expenditure | 98414 | 169183 | 58.2% |
| 205 PUBLIC TOILETS | | | |
| 1112 Income Toilets | 4689 | 3250 | 144.3% |
| PUBLIC TOILETS :- Income | 4689 | 3250 | 144.3% |
| 4011 BUSINESS RATES | (1,572) | 2000 | (78.6%) |
| 4306 COOPERS CORNER | 121 | 2000 | 6.0% |
| 4313 PUBLIC TOILETS | 12741 | 16000 | 79.6% |
| PUBLIC TOILETS :- Indirect Expenditure | 11290 | 20000 | 56.4% |
| 206 MC and YC | | | |
| 1329 MY & MC INCOME | 5781 | 6100 | 94.8% |
| MC and YC :- Income | 5781 | 6100 | 94.8% |
| 4004 WAGES/NI/SUPERANN | 8880 | 14286 | 62.2% |
| 4011 BUSINESS RATES | 2794 | 2900 | 96.4% |
| 4012 WATER/SEWERAGE CHGS | 663 | 1200 | 55.2% |
| 4014 ELECTRICITY | 1307 | 1900 | 68.8% |
| 4015 GAS | 702 | 1600 | 43.9% |
| 4019 CLEANING MATERIALS | 83 | 1000 | 8.3% |
| 4030 INTRUDER ALARM | 930 | 2000 | 46.5% |
| 4035 SANITARY DISPOSAL | 400 | 750 | 53.3% |
| 4037 LIFT MAINTENANCE | 240 | 750 | 32.0% |

To note the contents of a report by the Office Manager about Town Council-owned properties.

- **5 High St Offices** – Fire alarm update has been completed
- **5 High St Shop** – Current lease expired, and tenants remain under a 'Tenancy at Will' letter which continues the terms and conditions of the lease
- **5 High St Flat 2** – Remedial electrical works carried out
- **The Merchant's House** – Nothing to report
- **1/2 Kingsbury St Shop** – Nothing to report
- **1A Kingsbury St Flat** – Nothing to report
- **2A Kingsbury St Flat** – Repairs carried out to intercom system
- **3 Kingsbury St Shop** – Nothing to report
- **3a Kingsbury St. Studio Flat** – Nothing to report
- **3b Kingsbury St. Studio Flat** – Nothing to report
- **Recreation Ground Cottage No. 1** – Nothing to report
- **Recreation Ground Cottage No. 2** – Replacement fence erected
- **Elcot Lane Pavilion/Boxing Club** – Nothing to report
- **Bowls Club** – New lease agreement to be finalised
- **Marlborough Community & Youth Centre** – Well used by local groups, lift maintenance has been carried out
- **Coopers Corner Toilets/Community Room/Tourist Information Point** – Community Fridge Project is running successfully and is well supported
- **Bus Shelters** – Refurbishment ongoing
- **General** - Legionella testing continues to take place monthly at the Town Hall, Offices and MC & YC

Office Manager – January 2022

To note the update report on the Town Hall Bookings

The following events/hirings are booked for the Town Hall in the coming months (January – March 2022)

- Private Hire – 4
- Wedding Ceremonies – 3
- Dinners/Wedding Receptions – 3
- Dance Classes – 3
- Meetings – 3
- Photo Club – 2
- Concerts – 2
- Craft Fairs – 1
- St John's School Interview week.

To note the update report on the Community and Youth Centre bookings

- Kumon – 2 x per week
- Pre School music classes – 3 x per week
- Toddler Group – 1 x per week
- Barnardo's Youth Club – 1 x per week
- Youth Club – 1 x per week
- NCT – x4

In addition to the above groups, we have had one off bookings for –

- Sports Event
- Childs Birthday Party

To receive the report on bus shelters and consider any matters arising.

1. The Council owns three bus shelters situated at London Road (A), The Common (B), and Manton Hollow (C) as outlined below.
2. The current maintenance schedule consists of:
 - Weekly checks for litter and tidying
 - Annual deep clean / including graffiti removal (which can be variable in its success)
3. All shelters are structurally sound.

A



B



C



To note the status of the Council's Legionella monitoring.

Purpose

This report is to update members on the routine water hygiene testing schedule in place for the Town Council's publicly accessible buildings.

Background

In January 2019, Houseman Environmental Ltd were appointed on a rolling annual contract to carry out a water hygiene monitoring contract for Marlborough Town Council. Houseman Environmental Ltd are members of the Legionella Control Association.

Current Status

The Town Council Offices, The Town Hall and Youth & Community Centre are all visited on a monthly basis. Houseman provides the following services:

- Monthly – Temperature Monitoring - All sites
- Quarterly – Shower Cleans (disinfections/descale) – Town Council Offices & MC&YC
- 6 Monthly – Thermostatic Mixing Valve (TMV) servicing – MC&YC
- 6 Monthly – Stored Cold Water (CWST) Inspections – MC&YC
- Annual – Calorifier Blowdowns/inspections – All sites
- Provision of water logbook updated at every visit – kept by MTC

Any issues requiring attention discovered by the engineer on his visit are raised with the Assistant Town Clerk to investigate and resolve as required. The latest report in January was satisfactory.

Considerations

Financial implications

12 x monthly service visits to carry out the above tasks costs £1020.00 plus VAT.

Health and Safety implications

The above tasks form part of the Town Council's ACoP:L8 Legionella requirements. This is the HSE's approved code of practice which deals with the control of Legionella and gives practical advice on how to comply.

Recommendation

Members are requested to note this report.

Clare Harris – Assistant Town Clerk
14th January 2022

To consider and confirm the hire charge % increase for 2022-23.

Purpose

In keeping with previous years, Members are asked to review the charges.

Current Status

Please see appendix 1 for current charges.

Considerations

Financial implications

The general figure used this year to allow for inflation in budget setting for 2022-23 is 5%, and similar costs to the Council such as Cemetery charges are to be raised by this percentage. Both the Community and Youth Centre, and the Town Hall's running costs will increase in line with this percentage (and possibly even higher).

Recommendation

It is recommended that the Community & Youth Centre and Town Hall charges are raised by 5%. This would mean for example an increase of:

- 65 pence per hour for use of the Community & Youth Centre
- £2.32 for Commercial hirers per 2 hours at the Town Hall (weekend /Assembly Room)
- £19.00 increase for a private whole day hire at the weekend
- 85 pence increase for a community organisation or charity (Assembly Room)
- £8.95 for wedding hire (Court Room)

Members are asked to consider the matter and instruct the Town Clerk accordingly.

To note the update report on the new fence at 2, Recreation Ground Cottages.

After numerous attempts by the Grounds Manager to obtain quotes, the new fence at 2, Recreation Ground Cottages was completed at the end of November 2021, at a cost of £4780, providing a clear and safe boundary for both the tenant and the public using the pavement.



Town Clerk 14.1.22

**MARLBOROUGH TOWN COUNCIL
MC & YC HIRING FEES WITH EFFECT FROM APRIL 2021**

| ROOM/AREA REQUIRED | CHARGES FOR 2021/2022 Inc. of VAT |
|---|---|
| *Main Hall | £13.00 per hour |
| *1 st Floor Social Area | £13.00 per hour |
| *Lower Floor Meeting/Music Room (includes basic tea/coffee making facilities) | £13.00 per hour |
| Multiple room use as indicated * for Youth Groups ONLY | £13.00 per hour |
| Lower Floor Changing Rooms including the use of the Lower Floor Meeting/Music Room for refreshments | £13.00 per hour |

**MARLBOROUGH TOWN COUNCIL
PROPOSED TOWN HALL HIRING FEES WITH EFFECT FROM APRIL 2021**

COMMERCIAL

| COURT ROOM | WEEKDAY COMMERCIAL 2021/2022 |
|------------------------------------|---|
| Hourly Rate Minimum 2 hour Hire | £36.00 |
| | WEEKEND COMMERCIAL 2021/2022 |
| Hourly Rate Minimum 2 hour Hire | £41.50 |

| ASSEMBLY ROOM | WEEKDAY COMMERCIAL 2021/2022 |
|------------------------------------|---|
| Hourly Rate Minimum 2 hour Hire | £40.50 |
| | WEEKEND COMMERCIAL 2021/2022 |
| Hourly Rate Minimum 2 hour Hire | £46.50 |

PRIVATE

| COURT ROOM | WEEKDAY PRIVATE 2021/2022 |
|-------------------------------------|--|
| Hourly Rate Min. 2 hour Hire | £21.00 |
| Day Rate 8.00 am to Midnight | £321.00 |
| Each Additional Hour after Midnight | £40.50 |
| | WEEKEND PRIVATE 2021/2022 |
| Hourly Rate Minimum 2 hour Hire | £41.50 |
| Day Rate 8.00 am to Midnight | £380.00 |
| Each Additional Hour after Midnight | £47.50 |

| | ASSEMBLY ROOM | WEEKDAY PRIVATE 2021/2022 |
|---------------------------------------|-------------------------------------|--|
| | Hourly Rate Min. 2 hour Hire | £24.00 (up to 6pm) £30.00 (after 6pm) |
| | Day Rate 8.00am to Midnight | £361.00 |
| | Each Additional Hour after Midnight | £50.50 |
| | | WEEKEND PRIVATE 2021/2022 |
| | Hourly Rate Min. 2 hour Hire | £32.00 £48.50 |
| | Day Rate 8.00am to Midnight | £566.50 |
| | Each Additional Hour after Midnight | £58.50 |
| COUNCIL CHAMBER | RATE 2021/2022 | |
| Hourly Rate Minimum 2 hour hire | £13.00 | |

CHARITY/LOCAL ORGANISATION RATE

| COURT ROOM | RATE 2021/2022 |
|------------------------------------|-------------------|
| Hourly Rate Minimum 3 hour Hire | £13.00 |
| ASSEMBLY ROOM | RATE 2021/2022 |
| Hourly Rate Minimum 3 hour Hire | £17.00 |

WEDDING HIRE

| COURT ROOM | RATE 2021/2022 |
|---|--|
| 2 Hour Hire (Maximum 100 people) Inclusive of VAT | £179.00 |
| COUNCIL CHAMBER | RATE 2021/2022 |
| 2 Hour Hire (Maximum 26 people) Inclusive of VAT | £72.00 (Mon – Fri) £96.00 (Sat – Sun) |