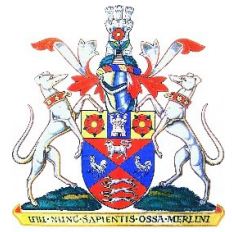


# Marlborough Town Council

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1 April 2025

To: Councillors serving on the Property Committee – Councillors Mark Cooper, Lisa Farrell, Mervyn Hall (Chair), Caroline Sadler, Caroline Thomas, Emily Trow (Vice Chair), plus the Town Mayor Councillor Kym-Marie Cleasby

Dear Councillor

## Property Committee

You are **summoned** to attend the next meeting of the **Property Committee**, which will be held on **Monday, 7 April 2025 at 7pm** 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 22 October 2024

### **5. Action Log**

To note and review the Action Log

### **6. Report on Town Council Properties**

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

### **7. Town Hall and Community and Youth Centre Bookings**

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

### **8. Workshop Extension**

To receive a verbal update report by the Town Clerk on the Workshop extension

### **9. Community and Youth Centre**

To note the update report on the building maintenance works at the Community and Youth Centre

### **10. Budget Report Month 11**

To note and consider a Property finance report for Month 11

### **11. Property Portfolio - Financial risk management**

Preliminary consideration of the maintenance risks to the Council's properties, and the financial requirements needed to ensure their satisfactory upkeep.

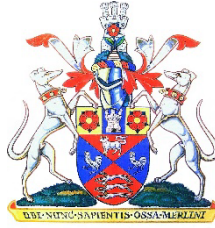
### **12. Income Generation Working Party Terms of Reference**

To consider the proposed Terms of Reference for the Income Generation Working Party

### **13. Renters Rights Bill**

To note and consider the report on the Renters Rights Bill

# Marlborough Town Council



## Property Committee

### Minutes of a meeting of the Property Committee held Tuesday, 22 October 2024 in the Council Chamber, Marlborough Town Hall at 7pm

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<b>PRESENT</b>	Councillor Mervyn Hall	Chair
	Councillor Lisa Farrell	
	Councillor Caroline Thomas	
	Councillor Caroline Sadler	
	Richard Spencer-Williams	Town Clerk
	Dawn Whitehall	Corporate Services Officer

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#### **PUBLIC QUESTION TIME**

There were no members of the public present.

#### **232/24 APOLOGIES**

Apologies for absence had been received from **Councillors Cooper** and **Trow**.

#### **233/24 DECLARATIONS**

**Councillors Hall, Farrell, and Thomas** – Agenda item 10 (Community and Youth Centre) – for transparency, they declared they were Trustees of the Marlborough Youth Forum.

#### **234/24 CHAIR'S ANNOUNCEMENTS**

There were no announcements.

#### **235/24 MINUTES**

**RESOLVED:** that the minutes of the meeting held 22 July 2024 were confirmed as a true record and signed by the Chair

#### **236/24 ACTION LOG**

Members noted the updated action log. Discussion points included:

- #217 – works to the rear of Kingsbury Street property. The **Town Clerk** was meeting with the Town Council's architect the following day. It was likely that windows could be repaired rather than replaced, but it was noted that as a listed building there may be conditions requested by the Conservation Officer prior to work commencing.

- #239 – Elcot Lane Pavilion: it had taken a while to contact the Boxing Club organiser, but they had confirmed that the club was still in operation. Work was required to make roof repairs, in particular above the toilets, and the Town Clerk had advised of grant routes available to help fund these repairs. Members agreed that the lease should be checked to understand the expiry date and terms and conditions. Suggestions included whether to inspect the building's condition and whether to change the use arrangements so that other similar types of group, e.g. martial arts, might be able to make use of the building alongside the Boxing Club.

ACTION: check that the lease of the Elcot Lane Pavilion to the Boxing Club is still current, and review any details or obligations within it about maintaining and repairing the building

## 237/24 REPORT ON TOWN COUNCIL PROPERTIES

Members noted a report by the Office Manager.

The **Town Clerk** advised that since preparing the report, 3b Kingsbury Street had been vacated and the keys returned to the Town Council. He and the Council's agent, Carter Jonas, had inspected the property which required complete redecoration, flooring and most white and sanitary goods to be replaced: quotes were being obtained for the work.

This gave rise to a more general debate about the Town Council's residential and commercial properties, where different opinions were expressed about whether a cost-benefit analysis to understand the return on investment (RoI) of the Council's properties was required or should be a priority. Insurance value, income and expenditure costs were already known with a further exercise pending to understand the cost of properties. Generally, the value of property in Marlborough increased year on year. The suggestion to conduct an RoI exercise was made in order to allow the Council to understand whether it was getting good value from the properties it owned or allow it to take decisions to sell any that didn't reflect good value.

Members noted that the Town Council had taken a decision to offer its residential lettings at affordable rates, being mindful of the lack of affordable homes in the town.

A proposal to undertake a cost-benefit analysis to determine the RoI of the Town Council's residential and commercially let properties received two votes for and two against. The **Chair** exercised the casting vote against, and therefore the proposal was not carried.

## 238/24 TOWN HALL AND COMMUNITY AND YOUTH CENTRE BOOKINGS

Members noted a report by the Office Manager about bookings at the Town Hall and Community & Youth Centre. Discussion points included:

- Income generated by Town Hall bookings was slightly increased on the same period last year: the building had been closed for a time while works were in progress to update the heating system. Community & Youth Centre income

was down on the previous year: one regular hirer had now switched to online meetings.

- A different format for the report was requested so that Members could understand the hiring rates, hours used and in particular the income each hiring generated. Costs should also be taken into account, e.g. caretaker or officer time. The request included that the report should allow Members to understand which type of events or room hirings generated the most income, with the option to conduct more focused marketing to increase the income.
- It was noted that the Town Hall and Community Centre were community assets and not being run as a business
- Whether to revisit a previous decision that it was not financially viable to invest in an online booking system. Whether an online booking system would generate reports and statistics.
- Weddings generated the most income from the Town Hall
- A Town Hall working party had been set up in the previous Council: this had given rise to a number of actions (e.g. an online brochure, professional photographs, marketing opportunities, updates to the website). Members discussed whether this should be reestablished: Councillor Farrell would be happy to lead it. The **Town Clerk** noted that more resource would likely be required to support any increase in marketing and hiring of venues.
- The Town Hall was used for a number of community engagement events, e.g. a recent flood fair and events such as Remembrance and Christmas Lights: these were not income generating. These would have to be taken into account if an online booking and reporting system were to be introduced.

**ACTION:** Town Clerk to investigate the best way to provide a reformatted venue hiring report to show values (e.g. by room, type of hire, rates, hours used, income).

#### **239/24 TOWN HALL HEATING**

Members noted the report by the Town Clerk about the project to replace the boilers at the Town Hall. The final commissioning was scheduled provisionally for early November when there would be a formal handover and induction. The project was expected to come in under budget. Members expressed thanks to the **Town Clerk** and all involved for their work on this project.

#### **240/24 WORKSHOP EXTENSION**

The **Town Clerk** provided a verbal update on the project to extend the Town Council's workshop at Salisbury Road Recreation Ground, which remained within budget. Negotiations were in process with the preferred contractor before a final tender decision and more detailed plans were being drawn up that would satisfy building regulations. A slight delay to the start of physical work was due to the requirement to dig a test hole to understand the condition of the foundations.

## **241/24 COMMUNITY AND YOUTH CENTRE**

Members noted the update report on the building maintenance works at the Community and Youth Centre. Discussion points included:

- Some patching was recommended to the roof and rainwater goods but it was good news that the roof did not need to be replaced. Quotes were being obtained.
- Ear marked reserves were available to cover the cost of the programme of works; a request was made to check that there were sufficient reserves to cover the full programme.
- Recent hirers had asked that outside lights should always be turned on, especially as street lights in the area were not working. The Town Clerk would ask caretaking staff to ensure lights were on 'auto' setting. A more modern scheme, with downward pointing LED lights would be investigated.
- Lighting at the Skate Park was not working; it appeared that a wire had been deliberately cut. CCTV footage was being checked and a police report being raised: repairs were being pursued. Further sabotage could be prevented by adding tamper proof fixings to the control panel.

## **242/24 FIRE RISK ASSESSMENTS (FRA)**

Members noted the Town Clerk's report and considered whether to undertake further assessments at other properties. There had been conflicting advice from the Town Council's Property Agent and Health & Safety advisors on the requirement for FRAs in residential properties.

It was agreed to conduct fire risk assessments at the Town Hall and Community & Youth Centre, and to delay an FRA at the workshop until the building works were complete.

## **243/24 FINANCE REPORT Q2**

Members considered the Property Committee finance report for Q2 (month 5) and the Town Clerk answered questions about Town Hall maintenance and toilet income; he would also check whether figures shown for Town Hall marketing were correct for the previous year.

Budgeted income for venue hire was estimated and would be adjusted once inflation rates had been agreed and the relevant Committee had signed off the proposed increases.

Members discussed the Renters Reform Bill currently being considered by Parliament and whether this would have any impact on how the Town Council managed its properties.

**ACTION:** ask the Town Council's property agent to provide a summary of increased risks relating to tenancies as a result of expected changes in legislation

## 244/24 BUDGET 2025-26

Members considered the Committee's priorities and budget requirements to input to the 2025-26 budget.

Proposed Property Committee priorities for budgeting purposes for 2025 26 were:

1. Maintain existing properties.
2. Workshop extension – phase 2
3. Marlborough Community and Youth Centre building works (as agreed)
4. Kingsbury Street rear windows and gutters

An addition was proposed:

5. to set up a working party to consider venue hire and whether, and how, income could be improved.

It was agreed that the Property Committee priorities for 2025-26 were agreed as proposed with one addition.

The meeting closed at 8.32 pm

## ITEM 5

## ACTION LOG

### To note and review the Action Log

Ref	Action	Min #	Who	Status	Date of meeting	Notes
217	Investigate options for repair and maintenance of rear windows and rainwater goods at Kingsbury Street properties, esp. whether scaffolding required	451/23	Town Clerk	In Progress	19.02.24	17.4.24 Architect and property agent contacted; specification/costing process started. Funding need on F&P agenda 22.4.24 – property EMR will need replenishing due to impact of boiler replacements at Town Hall. 9.7.24 Guttering now part of routine maintenance; awaiting architect response re: window repair works <b>3.2.25 Architect has indicated budget of £15k will be required</b>
256	Check the lease of Elcot Pavilion - still current? Review details and obligations within it re maintain/repair building	236/24	Town Clerk	In Progress	22.10.24	<b>2.12.24 Town Clerk met with Boxing Club on site. Boxing Club has done much internal improvements, but there remains an issue with the roof. The lease states the club has responsibility for the maintenance and repair of the building. Funding is an issue. The trustees on the lease are out of date; the Boxing Club has been</b>

Ref	Action	Min #	Who	Status	Date of meeting	Notes
						informed it needs to offer two new names and is yet to provide these (reminder email sent 23.1.25)
257	Investigate best way to present venue booking figures in a report (by room, type of hire, rates, hours used, income)	238/24	Town Clerk	Complete	22.10.24	Office Manager to prepare a spreadsheet for April detailing room, type of hire, rates, hours used, income
258	Ask Carter Jonas for a summary of increased risks relating to tenancies as a result of expected changes in legislation	243/24	Town Clerk	Complete	22.10.24	Report on Renters' Reform Bill on agenda 7 4 25

## Town Clerk 25 3 24

## ITEM 6 REPORT ON TOWN COUNCIL PROPERTIES

To note a report by the Office Manager about Town Council owned properties

**5 High St Offices** – Fire Alarm annual maintenance complete

**5 High St Shop** – Fire Alarm annual maintenance complete

**5 High St Flat 2** – Minor electrical works carried out. Replacement Fire Extinguisher & Blind Repairs

**1/2 Kingsbury St Shop** – Replace downpipe and repair water damage

**1A Kingsbury St Flat** – Nothing to report

**2A Kingsbury St Flat** – Gutter clean & repairs. Replacement shower and associated plumbing works

**3 Kingsbury St Shop** – Electrical test carried out; remedial works completed in relation to this test

**3a Kingsbury St. Studio Flat** – Nothing to report

**3b Kingsbury St. Studio Flat** – Replacement lock fitted: refurbishment complete. New tenant as of 21 March 2025

**Recreation Ground Cottage No. 1** – Gas Safety Cert completed

**Recreation Ground Cottage No. 2** – Repairs to front door carried out & chimney swept

**Elcot Lane Pavilion/Boxing Club** –Nothing to report

**Bowls Club** – Nothing to report

**Town Hall** - Minor plumbing works carried out. Replacement water heater installed. Catering equipment maintenance carried out. Fire alarm annual maintenance carried out

**Marlborough Community & Youth Centre** – Roof repairs complete. Wall repairs complete. Quotes to be sought for the refurbishment of the sports hall floor. Fire Alarm annual maintenance carried out. Blocked drain cleared and cleaned.

**Coopers Corner Toilets/Community Room/Tourist Info Point** – Community Fridge Project is running successfully and is well supported.

**Bus Shelters** – Refurbished

**General** - Legionella testing continues to take place monthly at the Town Hall, Offices and MC&YC. Window cleaning carried out at Town Hall, Office and Kingsbury St.

**Kingsbury Street** – Clearing and cleaning of gutters on flat roof. Non-slip nosing fixed to communal stairs. Fire Alarm maintenance carried out.

**Office Manager – March 2025**

## **ITEM 7 TOWN HALL AND COMMUNITY AND YOUTH CENTRE BOOKINGS**

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

### **Income**

<b>TOWN HALL</b>	<b>2022/2023</b>	<b>2023/2024</b>	<b>2024/2025</b>
	<b>£24,713</b>	<b>£31,060</b>	<b>£31,444</b> (26.03.2025)
<b>MC &amp; YC</b>			
	<b>£9,519</b>	<b>£8,808</b>	<b>£9,809.00</b> (26.03.2025)

## Hirings

TOWN HALL	2022/2023	2023/2024	2024/2025
Wedding Ceremonies – Court Room	14	10	8
Wedding Ceremonies – Council Chamber	14	16	16
Wedding Receptions	3	4	4
Sales	27	13	11
Meetings (Excluding MTC)	28	14	18
Plays/Films/Concerts	26	20	19
Elections/Referendum	1	1	1
Charity Dinners/Private	35	30	33
Organisations/Local Groups	26	41	57
Wakes/Funerals			3
<b>TOTAL</b>	<b>174</b>	<b>149</b>	<b>170</b>

MC & YC	2022/2023	2023/2024	2024/2025
Pre School Groups	122	76	71
Youth Groups	45	91	135
Fitness Groups	40	62	40
Education	90	40	
Organisations/Local Groups	19	58	87
Parties/Private Hire	4	8	4
Football	-	-	
<b>TOTAL</b>	<b>320</b>	<b>335</b>	<b>337</b>

Office Manager 28 3 25

### ITEM 8 WORKSHOP EXTENSION

To receive a verbal update report by the Town Clerk on the Workshop extension

### ITEM 9 COMMUNITY AND YOUTH CENTRE

To note the update report on the building maintenance work at the Community and Youth Centre

#### Purpose

The purpose of this report is to update the Committee on progress made on the building maintenance works at the Community and Youth Centre.

#### Background

At the Property Committee meeting on 22 October 2024 a two-year development plan for the Community and Youth Centre was approved [Property Committee Agenda, 22 July 2024](#), [Minutes of a meeting of the Property Committee held 22 July 2024](#)

- **Year 1 (2024 25)** essentially aimed to address any required building works to ensure the integrity of the building.
- **Year 2 (2025 26)** aims to address the need to redecorate the interior of the building and also establish a Management Committee to help the effective running of the facility.

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## Status

### Year 1 (2024 25)

1. **Asbestos management** – an up-to-date asbestos survey was carried out in June 2024. There were several medium risk areas identified which recommended remedial and management actions, notably the:
  - Removal/repair or encapsulation of poor material in the IT and pool room
  - Removal/repair or encapsulation of poor material in the 1<sup>st</sup> floor kitchen roof timbers
  - Removal/repair or encapsulation of poor material in the 1<sup>st</sup> floor ceiling void

The Gloucester Asbestos report was ambiguous about whether these works are required, and if they can do the work. After some pursuance they offered a quote of circa £30,000 (for what seemingly as stated is straightforward work). Other quotes are being obtained for these works.

2. **Flat roof** - All companies approached gave the same advice; that the roof is in good condition except where the two inward eaves meet (the roof slopes inwards to meet in the middle), and the gutter associated arrangements. Remedial work has been completed. The main downpipe to the front of the building was also repaired in the process.



3. **Drain (front/left corner)** – this was not allowing surface water to drain away and was thought to be a threat to the integrity of the building. The drain has been surveyed and jet washed and is now fully functioning.
4. **Boundary wall** – (damaged by a driver colliding with it) has been repaired. The wall is scheduled to be repainted over the Easter holiday period.
5. **Patio and steps** – a preferred supplier has been booked to carry out the refurbishment of the patio and steps for 14-17 April

### Year 2 (2025 26)

6. **MC&YC Management Committee** – this was ratified by Full Council on 20 January 2025. The Youth Development Worker, in liaison with the Town Clerk, is in the process of setting up this committee, with the aim of the first meeting to look at the interior decoration.

7. **Interior Decoration** - in the hope that the Management Committee enjoys good engagement, and/or via the Youth Development Worker's partnerships work with Marlborough Area Youth Forum, a scheme for interior decoration can be developed in liaison with the young people who frequent the Community and Youth Centre, and other user groups where relevant or appropriate.
8. **Hall floor** – a preferred supplier has been booked to carry out the refurbishment of the sports hall floor for the 14-17 April.

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## Proposal

The Committee is asked to note the report.

**Town Clerk 25 3 25**

## ITEM 10

## BUDGET REPORT

**To note and consider the Property budget report for Month 11**

Please refer to Appendix 1.

**Town Clerk 26 3 25**

## ITEM 11

## PROPERTY PORTFOLIO - FINANCIAL RISK MANAGEMENT

**Preliminary consideration of the maintenance risks to the Council's properties, and the financial requirements needed to ensure their satisfactory upkeep.**

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## Purpose

The purpose of this report is to ask the Committee to begin to consider what the maintenance risks to the Council's properties are or might be, and what associated building or maintenance works might be required over the short, medium and long term as a result with a view to informing the Council's financial planning in this respect.

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## Background

The Council's property portfolio includes:

### Operational Properties

- Town Hall
- 5 High Street – Offices
- Workshop
- Community and Youth Centre
- Bus shelters x3
- Public Toilets x2
- Coopers Corner

## Community Assets ('peppercorn rentals')

- Merchant House
- Elcot Pavillion (Boxing Club)
- Bowls Club

## Corporate Properties

- 5 High Street – commercial let
- 5 High Street – x1 flat rental
- Kingsbury Street Property – x2 commercial lets
- Kingsbury Street Property – x4 flat rentals
- Recreation Ground Cottages – x2 semi-detached house rentals

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## Considerations

Whilst routine maintenance is carried out for the Council's *Corporate Properties*, Town Hall, Offices, Workshop, and Community and Youth Centre, there is not an overall 'schedule' which outlines what this entails across the property portfolio and what the indicative costs are for this in any given year or indeed over a planned period of years.

Those entrusted with *Community Assets* are responsible for the upkeep of all aspects of the building.

*Commercial Lets* are required to maintain the internal fabric, fixtures and fittings of the property, and the upkeep of the external facia. The Council is responsible for the external fabric of the property and any structural or integral fixtures (e.g. internal wiring, guttering etc).

The tenants of the *domestic rentals* are responsible for the internal general good upkeep of the interior, fixtures and fittings.

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## Routine Maintenance and Finance

Routine maintenance includes like for like repairs to the fabric, fixtures and fittings of the properties, any legally required safety maintenance work such as boiler servicing, electrical testing or lift maintenance or fire safety works etc.

Routine maintenance for these properties is done on a needs-led basis throughout the year, paid for from the 'Property Maintenance' budget. In 2024 25 this budget allocation was £15,000. Maintenance and repair tasks for the residential properties is managed via our property agent. This budget is currently £5,394 overspent.

Routine maintenance for the Town Hall is also done on a needs-led basis throughout the year, paid for from the Town Hall 'Maintenance' budget. Maintenance and repair tasks for the Town Hall are managed internally. In 2024 25 this budget allocation was £40,000. To date this budget is £27,582 underspent.

Routine maintenance for the Workshop and Council offices is also done on a needs-led basis throughout the year, paid for from the central 'Maintenance' budget. Maintenance and repair tasks for these properties is managed internally. In 2024 25 this budget allocation was £1,500. To date this budget is £1,412 overspent.

Routine maintenance for the Community and Youth Centre is also done on a needs-led basis throughout the year, and currently as part of the building development plans as agreed by the Committee (see Item 9). This work has been paid for from the 'EMR – MC&YC Maintenance'. This EMR was created by transferring £20,000 from the 'Devolution EMR' as part of the 2024 25 budget settlement.

NB The internal management for properties, other than the 'corporate properties', is carried out by the Town Clerk and Office Manager, with some practical caretaker assistance if appropriate as required.

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## Financial planning

Financial planning to meet the needs of the properties' upkeep is done on a year-by-year basis, with each year informed by the previous year's expenditure. This is then fed into the annual budgeting and precept setting process.

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## Extra-ordinary works

Where extra-ordinary works are identified, additional funds are also identified as part of the budgeting and precept setting process, usually lining the work up for the following financial year.

Between 2021 and 2024 where this has been required the funds have been taken from the *General Reserve*, as part of a budget plan, to ensure sufficient provision to cover the cost e.g. Town Hall boiler replacement. At the time this was an option due to the size of the general reserve, but there is a risk should this not be the case in the future i.e. if, or as, the general reserve reduces the option to use this for property maintenance purposes also diminishes.

Additionally it should be noted that if an extra-ordinary piece of property maintenance or repair work were to arise outside of the budget and precepting parameters, then there is as a first port of call to a 'Property Maintenance' EMR, which currently stands at £98,291.

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## Specific or extra-ordinary risks

There are a number of more obvious risks depending on the size and nature of the building. These include (not definitively):

1. **Lifts** in the Town Hall and Community and Youth Centre. There are two Town Hall lifts, and one in the Community and Youth Centre. The Town Hall platform lift has just been decommissioned as replacement parts are no longer available. One quote has been obtained to replace the lift, and others are currently sought. Indicative cost £15-£20k.
2. **Town Hall roof** – the guttering, tiles and bird defences will need to be looked at in 2-3 years. Any external operation to the Town Hall roof often requires scaffolding and sometimes traffic management; this significantly increases the cost of the works.
3. **Town Hall toilets** are due a refurbishment at some point.
4. **Town Hall kitchen** could do with some redesign to maximise the Town Hall offer.
5. **Community and Youth Centre roof** is satisfactory for now but may need replacement in a number of years.
6. **Community and Youth Centre heating system** may need upgrading at some point.
7. **Town Hall, Offices and Community and Youth Centre** will all need **interior painting**, each on a 5 yearly basis (suggested)?

8. The **Office carpets** will at some point need replacement.
9. **Town Hall curtains** need replacement, and possibly the runner on the stairs at some point.
10. The Council has '**landlord responsibility**' for all its tenancies.
11. **5 High Street roof** was probably last surveyed and worked on in 1998.
12. The 'Renters Rights Bill' could have a bearing on how the planned rental income is assured (see Item 12).

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## Mitigating factors

There are some mitigating factors (not definitive) including the:

1. Town Hall exterior was refurbished in 2021.
2. Town Hall heating has just been replaced.
3. Kingsbury Street property front windows have just been refurbished.
4. Workshop is undergoing a new extension.

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## Proposal

The Committee is asked to consider preliminarily:

- A. What the maintenance risks to the Council's properties are or might be
- B. What associated building or maintenance works might be required over the short, medium and long term as a result  
and
- C. Whether the current approach to managing this is satisfactory or whether this could be improved?

The Committee is asked to instruct the Town Clerk accordingly.

**Town Clerk 27 3 25**

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## **ITEM 12 INCOME GENERATION WORKING PARTY TERMS OF REFERENCE**

**To consider the proposed Terms of Reference for the Income Generation Working Party**

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### Purpose

The purpose of this report is to ask the Committee to consider the proposed Terms of Reference (TORs) by Cllr Thomas for an 'Income Growth Working Party'.

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### Background

At the previous Committee meeting it was proposed as one of the Committee's priorities for 2025 26:

*'to set up a working party to consider venue hire and whether, and how, income could be improved.'*

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## Considerations

It should be noted that post-election the Committee membership may change, and with this the priorities.

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## Proposal

### PROPERTY COMMITTEE WORKING PARTY – INCOME GROWTH Terms of Reference, October 2024

#### **Background**

*Marlborough Town Council (MTC) owns a range of properties from small flats to the Town Hall and Marlborough Community & Youth Centre (MC&YC).*

*Rental arrangements for the residential and retail units are managed on our behalf by Carter Jonas Letting Agents. The Merchants House is leased for a peppercorn rent. The Town Hall and MC&YC are managed by MTC staff and generate an income from room hire.*

*Data on the gross income (per unit x 14) and direct costs (split by Corporate Properties, the Town Hall, Coopers Corner and MC&YC) is available via the Property Committee budget and EMR reports. In publicly available reports, income data is redacted for the residential and retail units but can be requested by the chairs of the Property and Finance & Policy committees.*

*Financial YTD hire activity data for the Town Hall and MC&YC is provided to the Property Committee in the form of the number of hires per 'type' of hire and overall gross income. Some 'types' relate to specific rooms and the purpose (e.g. Wedding Ceremony Court Room), others to the nature of hire (e.g. Sales). Hire costs per room are available on the MTC website. The total YTD income per property is provided with the hire activity. The equivalent data for the prior financial year is provided for comparison. An example is at Appendix 2.*

*A full income and expenditure analysis per property is not currently prepared and the Property Committee has opted not to request the information at this time.*

*However, when reviewing the Property Committee's priorities for 25/26 it was agreed to include growing the income generated from the Town Hall and MC&YC. To progress this, it was agreed a working party would be established and this Terms of Reference outlines the approach to be taken.*

#### **Scope**

*The scope of work is focused on the Town Hall and MC&YC with a short-term focus on an income uplift over 25/26 and the longer-term view based on potential investments in 26/27 onwards.*

#### **Objectives**

*The objectives of the Property Committee Working Party (PCWP) are to:*

- *Achieve a growth of at least 15% in income generated over 2026/27 compared with 2025/26 (recognising an uplift is expected in 2025/26 after the loss of Town Hall income during refurbishment work in 2024)*
- *Provide a report for the Property Committee*
  - *by the end of June '25 outlining the activities to be undertaken to achieve the growth objective with any potential costs*
  - *by the end of September '25 outlining the costs and potential benefits of greater investment in marketing and the facilities offered by the Town Hall and MC&YC for consideration in the 2026/27 budget discussions.*

### **Membership**

*The Working Party of Councillors will initially comprise:*

- *Cllr Caroline Thomas – Chair*
- *Cllr Lisa Farrell*
- *Cllr Caroline Sadler*

*Other Cllrs who wish to join the group should contact Cllr Thomas.*

### **Method**

*Initially, the group will meet (in person or via Teams) the end of May 2025 and thereafter, every 2-3 weeks as required. Acknowledging the constraints on time available for the Town Clerk, the group will be self-managing (to set up and minute meetings etc) but will call on inputs from MTC staff as part of its data gathering work.*

*The PCWP will agree its way forward, but this is anticipated to include:*

- *Building on the outputs of the ongoing Town Centre Working Party*
- *Data gathering*
  - *on existing position and pre Covid planning via MTC staff*
  - *with other towns on what they do and have achieved e.g., Bradford on Avon and Malmesbury.*
- *Idea generation with*
  - *past and current users plus local groups/organisations who have or have not made use of the facilities in the recent past e.g. via the Marlborough Business Network*
  - *Area and local residents on what might be preferred/desirable*
- *Consultation on draft ideas with above groups*
- *Linking into proposals for redevelopment of the MTC website*
- 

*The group will develop its working methodology over time.*

### **Timelines**

*To have an impact in 26/27 the planning work will need to be complete by the end of August 2025, and, in order that investment costs can be considered for 26/27, a report will be required by late September 2025.*

<i>Delivery/ Timescales</i>	<i>End Jun 25</i>	<i>End July 25</i>	<i>End Aug 25</i>	<i>End Sept 25</i>	<i>4Q 25/26 onwards</i>
<i>Planning</i>	<i>Data gathering. Idea generation</i>	<i>Consultations</i>	<i>Website inputs</i>		
<i>Reporting</i>			<i>25/26 Action Plan</i>	<i>26/27 Investment Rec's</i>	
<i>Implementation</i>					<i>TBC</i>

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## Recommendation

The Committee is asked to consider the proposal and instruct the Town Clerk accordingly.

**Town Clerk and Cllr Thomas 5 2 25**

## ITEM 13

## RENTERS' RIGHTS BILL

**To note and consider the report on the Renters' Rights Bill**

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### Purpose

The purpose of this report is to appraise the Committee of the Renters' Rights Bill and ask the Committee to consider the implications of the Bill for the Council.

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### Status

The Renters' Rights Bill aims to increase rights and protection for people renting their homes, whilst providing some weighting on enabling landlords to repossess their properties.

The Renters' Rights Bill is with the House of Lords and due a second reading. [Renters' Rights Bill - Parliamentary Bills - UK Parliament](#). It could become law by the summer of 2025 (*Carter Jonas December 2024*).

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### Considerations

Measures that the Renters' Rights Bill would introduce include the following:

- Abolish section 21, so-called 'no-fault' evictions, and move all new and existing assured tenancies to periodic rather than fixed term agreements with no end date.
- Reform possession grounds to allow landlords to regain possession of their properties in various circumstances whilst ensuring tenants' rights.
- Allow for appeals against excessive above-market rents and end rental bidding by prohibiting landlords from asking for offers above the advertised rent.
- Introduce a new private rented sector landlord ombudsman.
- Create a private rented sector database to help landlords demonstrate compliance, inform tenants, and support local authority enforcement.

- Apply the decent homes standard to the PRS and ‘Awaab’s Law’ setting requirements over how landlords must tackle hazards in their properties.
- Outlaw discrimination against prospective tenants in receipt of benefits or with children, and strengthen tenants’ rights to have a pet.
- Strengthen local authority enforcement by expanding civil penalties and introducing a package of investigatory powers.
- Strengthen rent repayment orders.

[\(Renters’ Rights Bill: HL Bill 60 of 2024–25 - House of Lords Library\)](#)

Carter Jonas has advised if the Bill goes through (once it receives Royal Assent):

- All tenancies will become periodic tenancies. A tenant will be able to end their tenancy with two months’ notice.
- All rents will be paid monthly (of every 28 days), and advanced payments may be prohibited.
- Evictions will need to rely on mandatory and discretionary grounds; there may be a 12-month protected period for a new tenancy.
- Legal and rental protection insurance may be a consideration.
- Rent increases can only occur once a year.
- Landlords will not be able to unreasonably refuse applicants with pets, or who are in receipt of benefits, or who have children.
- Landlords will have to join the Landlord Ombudsman service.

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## Proposal

The Committee is asked to note and consider the implications for the Council of the Renters’ Rights Bill, and instruct the Town Clerk accordingly.

### Useful Links

[Guide to the Renters’ Rights Bill - GOV.UK](#)

[Renters' Rights Bill: What happens when? • The Independent Landlord](#)

**Town Clerk 25 3 25**

## APPENDIX 1.1

### PROPERTY BUDGET MONTH 11

2024/25	Actual Year	
To Date Mth 11	Budget	YTD %

#### INCOME

1000 INCOME-HIGH ST SHOP	£			
1002 INCOME-HIGH ST FLAT2	£			
1003 INCOME-1 KINGSBURY	£			
1004 INCOME-1A KINGSBURY	£			
1005 INCOME-2A KINGSBURY	£			
1006 INCOME-3 KINGSBURY	£			
1007 INCOME-REC GND COT 1	£			
1008 INCOME-REC GND COT 2	£			
1011 INCOME - 3A KINGSBURY ST	£			
1012 INCOME - 3B KINGSBURY ST	£			
1050 INCOME-TOWN HALL	£	31,988	£ 25,000	128.00%
1112 INCOME- TOILETS TOWN HALL	£	196	£ 200	97.80%
1112 INCOME -TOILETS GEORGE LANE	£	2,373	£ 3,500	67.80%
1329 MY & MC INCOME	£	7,619	£ -	0.00%

#### EXPENDITURE

4062 MTCE/ELEC CORP. PROPS.	£	20,394	£ 15,000	136.00%
4066 MARKETING	£	-	£ 250	0.00%
4070 Defibs	£	607	£ 750	80.90%

#### TOWN HALL

4019 CLEANING MATERIALS	£	767	£ 1,000	76.70%
4030 INTRUDER ALARM	£	789	£ 2,000	39.50%
4035 SANITARY DISPOSAL	£	772	£ 1,600	48.30%
4037 LIFT MAINTENANCE	£	3,783	£ 3,300	114.60%
4038 MAINTENANCE	£	151,300	£ 40,000	378.20%
4300 BOILER MAINTENANCE	£	-	£ 900	0.00%
4304 LICENCES/PERFORMING	£	3,297	£ 3,000	109.90%
4305 BROADBAND	£	-	£ 2,100	0.00%
4315 REFUSE COLLECTION	£	1,545	£ 1,500	103.00%
4998 MARKETING	£	75	£ 200	37.50%
4999 PUBLIC TOILETS	£	5,233	£ 7,200	72.70%
4306 COOPERS CORNER	£	328	£ 800	40.90%
4313 PUBLIC TOILETS	£	9,462	£ 17,100	55.30%

#### MC and YC

4019 CLEANING MATERIALS	£	319	£ 400	79.70%
4030 INTRUDER ALARM	£	820	£ 2,000	41.00%
4035 SANITARY DISPOSAL	£	507	£ 750	67.60%
4037 LIFT MAINTENANCE	£	323	£ 850	38.00%
4072 EQUIPMENT	£	564	£ 500	112.70%
4304 LICENCES/PERFORMING	£	781	£ 300	260.20%

<b>Income</b>	£	<b>130,657</b>	£	<b>129,330</b>	<b>101.00%</b>
<b>Expenditure</b>	£	<b>201,663</b>	£	<b>101,500</b>	<b>198.70%</b>

## Month 11 Earmarked Reserves

Account	Opening Balance	Net Transfers	Closing Balance
323 EMR - OPEN SPACES MACHINERY RE	£12,484.07	-£4,275.34	£8,208.73
324 EMR - CCTV FUND	£181.18		£181.18
325 EMR - MUSEUM & HERITAGE CENTRE	£42,400.00		£42,400.00
326 EMR - CIVIC FUND	£5,000.00	-£4,200.05	£799.95
327 EMR 2015 NEW CEMETERY EXT.	£37,000.00		£37,000.00
328 EMR 2015 NEIGHBOURHOOD PLAN	£500.00		£500.00
337 EMR INFORMAL CAR PARK	£10,000.00		£10,000.00
339 EMR BYE ELECTION/REFERENDUM	£9,261.83		£9,261.83
340 EMR EVENTS	£1,000.00		£1,000.00
342 EMR DEVOLUTION SERVICES	£46,000.00	-£20,750.00	£25,250.00
<b>344 EMR WORKSHOP EXTENSION</b>	<b>£197,055.33</b>	<b>-£75,932.52</b>	<b>£121,122.81</b>
347 EMR EMERGENCY FUND	£7,423.41	-£400.00	£7,023.41
353 EMR STONEBRIDGE MEADOW	£4,822.30		£4,822.30
355 EMR DARK SKIES	£0.00	-£154.46	-£154.46
356 EMR CIL RECEIPTS 2021/2022	£83,250.44	-£83,250.44	£0.00
357 EMR Climate Emergency Response	£3,104.85	-£2,279.00	£825.85
358 EMR 106 Receipt Re Redrow	£100,000.86	-£100,000.86	£0.00
360 EMR CIL RECEIPTS 2022/23	£33,341.25	-£33,341.25	£0.00
<b>361 EMR PROPERTY MAINTENANCE</b>	<b>£112,174.82</b>	<b>-£13,883.00</b>	<b>£98,291.82</b>
362 EMR - PLAY AREAS	£4,584.00		£4,584.00
364 EMR- HIGHWAYS	£5,464.16	-£620.72	£4,843.44
365 EMR - WALLS AND FENCES	£17,521.00	-£215.46	£17,305.54
366 EMR - CIL RECEIPTS 2023/24	£26,248.22	-£26,248.22	£0.00
367 EMR - HIGH ST PROJECTS	£0.00	£6,713.99	£6,713.99
<b>368 EMR - MC &amp; YC MAINTENANCE</b>	<b>£0.00</b>	<b>£16,394.76</b>	<b>£16,394.76</b>
400 EMR CIL RECEIPTS 2021/2022	£0.00	£31,263.00	£31,263.00
401 EMR CIL RECEIPTS 2022/23	£0.00	£33,341.25	£33,341.25
402 EMR - CIL RECEIPTS 2023/24	£0.00	£26,248.22	£26,248.22
410 EMR 106 RECEIPT REDROW	£0.00	£100,000.86	£100,000.86
	<b>£758,817.72</b>	<b>-£151,589.24</b>	<b>£607,228.48</b>

**ITEM 7 TOWN HALL AND COMMUNITY AND YOUTH CENTRE BOOKINGS**

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

**TOWN HALL – APRIL 2024 TO SEPTEMBER 2024**

Wedding Ceremony Court Room	Wedding Ceremony Council Chamber	Wedding Ceremony and Reception	Sales	Meetings	Council events/ meetings	Plays, Films, Concerts, Art	Charity dinners/ Private events	Organisations e.g. NHS	Wakes or Funerals
6	8	2	4	11	41	7	15	22	2

Total income received as of 30.09.2024 - £15,617

**TOWN HALL – APRIL 2023 TO SEPTEMBER 2023**

Wedding Ceremony Court Room	Wedding Ceremony Council Chamber	Wedding Ceremony and Reception	Sales	Meetings	Council events/ meetings	Plays, Films, Concerts, Art	Charity dinners/ Private events	Organisations e.g. NHS
9	9	4	8	6	35	16	8	28

Total income received as of 30.09.2023 - £15,140