

# Marlborough Town Council

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31<sup>st</sup> January 2023

To: Councillors serving on the Property Committee – Councillors Mark Cooper, Mervyn Hall (Vice Chair), Don Heath, Guy Loosmore (Chair), Kelvyn Shantry, plus the Town Mayor  
Councillor Lisa Farrell

Dear Councillor

## Property Committee

You are **summoned** to attend the next meeting of the **Property Committee**, which will be held on **Tuesday, 7<sup>th</sup> February 2023 at 7.00pm** in the **Council Chamber, Marlborough Town Hall**.

Yours sincerely

*Richard Spencer-Williams*

Richard Spencer-Williams, PSLCC

**Town Clerk**

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This meeting will be held in the Council Chamber 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.

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.

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.

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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 1 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 31<sup>st</sup> October 2022
- 5. Action Log**  
To note and review the Action Log
- 6. Budget Update Report Qtr.3 2022 23**  
To note and consider the Property Committee budget report for Quarter 3 2022-23
- 7. Report on Town Council Properties**  
To note a report by the Office Manager about Town Council-owned properties
- 8. Town Hall and Community and Youth Centre Bookings**  
To note the update report on the Town Hall and Community and Youth Centre bookings
- 9. Town Hall Marketing**  
To further consider the Town hall marketing needs
- 10. Shop 5 High Street**  
To receive a verbal update report from the Town Clerk on the tenancy for the shop at 5 High Street
- 11. Energy and Environmental Impact Management**  
To consider the Committee's scope for energy management and reducing the environmental impact of the Council's properties in the long-term
- 12. New Workshop**  
To receive a verbal update report from the Town Clerk on the new workshop

To approve and sign the minutes of the meeting held on 31 October 2022

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

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#### **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

## To note and review the Action Log

Ref	Description	Minute No	Source	Assigned to	Status	Meeting or start date	Notes
111	to obtain cost estimates for refurbishment and repair work at the Kingsbury Street property/s	101/22	Property Committee	Town Clerk	In Progress	04 July 2022	Architect has done preliminary work and offered indicative budget; refer to ITEM 7 Agenda 31 10 22. Subject to budget agreement quotes will be obtained. Budget agreed. To be actioned in May once final budget is settled. On agenda for April.
112	Trial contactless payment alongside cash payment at one disabled toilet at George Lane and the toilet at the Town Hall, and review after 12 months	101/22	Property Committee	Town Clerk	Complete	04 July 2022	Contactless payment operational end of October 2022.
113	Town Clerk to research electronic booking systems and costs	96/22	Property Committee	Town Clerk	In Progress	04 July 2022	Various systems have been explored including a system that links to our finance package ( at a cost)- considered to be unnecessary; also ways of creating this in house via excel or outlook. No suitable system yet identified that warrants cost.

## Purpose

The purpose of this report is to provide a quarterly budget report (month 6) for Members to consider.

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## Current Status

Please see Appendix 1.

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## Considerations

- Income is low due to the vacant shop at 5 High Street (now leased).
  - Water/sewerage costs are high due to a belated charge.
  - Town Hall Income is above target.
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## Recommendation

Members are asked to note and consider the budget position for month 9.

Town Clerk 24 1 23

## Purpose

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

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## Town Council Properties

- **5 High Street: Offices** – EPC<sup>1</sup>s completed. Office toilet repairs complete, toilet light to be repaired. Repairs to heating completed.
- **5 High Street: Shop** – Asbestos Inspection carried out
- **5 High Street: Flat 2** – EICR<sup>2</sup> completed
- **1/2 Kingsbury St Shop** – Repairs to basement floor completed
- **1A Kingsbury St Flat** – Fire detection work carried out.
- **2A Kingsbury St Flat** – Repairs to immersion tank thermostat carried out. Fire detection work carried out.
- **3 Kingsbury St Shop** – Nothing to report

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<sup>1</sup> Energy Performance Certificate

<sup>2</sup> Electrical Installation Condition Report  
Marlborough Town Council



- **3a Kingsbury St. Studio Flat** – EICR completed, light repairs carried out
- **3b Kingsbury St. Studio Flat** – EICR completed, bathroom light replaced
- **Recreation Ground Cottage No. 1** – Fire detection works carried out
- **Recreation Ground Cottage No. 2** – Fire detection works carried out. Electric socket replaced
- **Elcot Lane Pavilion/Boxing Club** –Nothing to report
- **Bowls Club** – New lease agreement to be finalised.
- **Town Hall** - Remedial repairs carried out to flagpole. Repairs carried out to downpipe. Repairs to toilets carried out. Court Room water boiler to be replaced.
- **Marlborough Community & Youth Centre** – Well used by local groups. Remedial repairs to lights carried out. Repairs to toilets carried out.
- **Coopers Corner Toilets/Community Room/Tourist Inf Point** – Community Fridge Project is running successfully and is well supported.
- **Workshop** – Remedial repairs to lights carried out.
- **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 Street.

**Office Manager – January 2023**

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## **Recommendation**

Members are asked to note this report.

## ITEM 8

## 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 HIRINGS 2022/2023

Week commencing	Wedding ceremony Court Room	Wedding ceremony Council Chamber	Wedding Reception & Ceremony	Sales	Meetings	Council events/ meetings	Plays, Films, Concerts, Arts	Charity Dinners Private Events	Organisations e.g. NHS
04.04.2022	1			1		1	1		1
11.04.2022						1	1	1	
18.04.2022		1				1		1	1
25.04.2022			1				1		
<b>TOTAL</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>		<b>3</b>	<b>3</b>	<b>2</b>	<b>2</b>
02.05.2022		2			1				
09.05.2022		1	1			1	1	1	
16.05.2022		1		1		1	1	1	
23.05.2022					1	1	1		
30.05.2022							1		2
<b>ACC TOTAL</b>	<b>1</b>	<b>5</b>	<b>2</b>	<b>2</b>	<b>2</b>	<b>6</b>	<b>7</b>	<b>4</b>	<b>4</b>
06.06.2022	1				1	1			
13.06.2022	1	1		2	1	1	1	2	
20.06.2022					1		1		
27.06.2022				1	1				
<b>ACC TOTAL</b>	<b>3</b>	<b>6</b>	<b>2</b>	<b>5</b>	<b>6</b>	<b>8</b>	<b>9</b>	<b>6</b>	<b>4</b>
04.07.2022	1					2			
11.07.2022				1		2	1	1	
18.07.2022				1		2	1		
25.07.2022						1			
<b>ACC TOTAL</b>	<b>4</b>	<b>6</b>	<b>2</b>	<b>7</b>	<b>6</b>	<b>15</b>	<b>11</b>	<b>7</b>	<b>4</b>
01.08.2022	1	2				3			
08.08.2022	1					1			
15.08.2022	2	1		1					
22.08.2022						1		1	
29.08.2022	1	1				1	1	1	
<b>ACC TOTAL</b>	<b>9</b>	<b>10</b>	<b>2</b>	<b>8</b>	<b>6</b>	<b>21</b>	<b>12</b>	<b>9</b>	<b>4</b>
05.09.2022	2	2			1	1			
12.09.2022						2		1	
19.09.2022	1			2	3		1		
26.09.2022					1	2	4		
<b>ACC TOTAL</b>	<b>12</b>	<b>12</b>	<b>2</b>	<b>10</b>	<b>11</b>	<b>26</b>	<b>17</b>	<b>10</b>	<b>4</b>
03.10.2022				3	1	4			
10.10.2022					2	2	1	1	
17.10.2022				1		1	6		
24.10.2022	1	1		1	1	1		5	
31.10.2022					3	4			
<b>ACC TOTAL</b>	<b>13</b>	<b>13</b>	<b>2</b>	<b>15</b>	<b>18</b>	<b>38</b>	<b>24</b>	<b>16</b>	<b>4</b>
07.11.2022					2	2			2
14.11.2022				1		3		1	
21.11.2022				2	1	3		2	1
28.11.2022			1	1		2		1	1
<b>ACC TOTAL</b>	<b>13</b>	<b>13</b>	<b>3</b>	<b>19</b>	<b>21</b>	<b>48</b>	<b>24</b>	<b>20</b>	<b>8</b>
05.12.2022						3	1	2	1
12.12.2022		1			1	2		5	
19.12.2022				2			1		
26.12.2022									
<b>ACC TOTAL</b>	<b>13</b>	<b>14</b>	<b>3</b>	<b>21</b>	<b>22</b>	<b>53</b>	<b>26</b>	<b>27</b>	<b>9</b>
02.01.2023					1				1
09.01.2023					1	2		3	1
16.01.2023				1	1	4		1	
23.01.2023	1					3			2
30.01.2023						1			1
<b>ACC TOTAL</b>	<b>14</b>	<b>14</b>	<b>3</b>	<b>22</b>	<b>25</b>	<b>63</b>	<b>26</b>	<b>31</b>	<b>14</b>
06.02.2023						2			2
13.02.2023						1		2	
20.02.2023					1	4			2
27.02.2023					1	2		1	1
<b>ACC TOTAL</b>	<b>14</b>	<b>14</b>	<b>3</b>	<b>22</b>	<b>27</b>	<b>72</b>	<b>26</b>	<b>34</b>	<b>19</b>
06.03.2023									5
13.03.2023				1		1			
20.03.2023				3	1	2			
27.03.2023				1		1		1	2
<b>TOTAL 22.23</b>	<b>14</b>	<b>14</b>	<b>3</b>	<b>27</b>	<b>28</b>	<b>76</b>	<b>26</b>	<b>35</b>	<b>26</b>

### MC & YC HIRINGS 2022/2023

WEEK COMMENCING	Pre School Music	Fitness Groups	Youth Groups	Educational Groups	Meetings	Council Events/Meetings	Play Groups	Organisations	Private Hire
04.04.2022	2	1	1	2			1		
11.04.2022		1						1	
18.04.2022				1		1		1	
25.04.2022	3	1	2	2			1	1	
<b>TOTAL</b>	<b>5</b>	<b>3</b>	<b>3</b>	<b>5</b>		<b>1</b>	<b>2</b>	<b>3</b>	
02.05.2022	2	1	1	2			1	2	
09.05.2022	3	1	2	2			1		
16.05.2022	3	1	2	2			1		
23.05.2022	3	1	1	2			1		
30.05.2022						1		1	2
<b>ACC TOTAL</b>	<b>16</b>	<b>7</b>	<b>9</b>	<b>13</b>		<b>2</b>	<b>6</b>	<b>6</b>	<b>2</b>
06.06.2022	3	1	2	2			1		
13.06.2022	3	1	2	2			1	1	1
20.06.2022	3	1	2	2			1		
27.06.2022	3	1	2	2			1		1
<b>ACC TOTAL</b>	<b>28</b>	<b>11</b>	<b>17</b>	<b>21</b>		<b>2</b>	<b>10</b>	<b>7</b>	<b>4</b>
04.07.2022	3	1	1	2	2		1		
11.07.2022	2	1		2	2		1		
18.07.2022	2	1	1	2	2		1		
25.07.2022	1			2	2				
<b>ACC TOTAL</b>	<b>36</b>	<b>14</b>	<b>19</b>	<b>29</b>	<b>8</b>	<b>2</b>	<b>13</b>	<b>7</b>	<b>4</b>
01.08.2022								1	
08.08.2022					1				
15.08.2022				2				2	1
22.08.2022	1	1		2	1			2	
29.08.2022		1		2	1			1	
<b>ACC TOTAL</b>	<b>37</b>	<b>16</b>	<b>19</b>	<b>35</b>	<b>11</b>	<b>2</b>	<b>13</b>	<b>13</b>	<b>5</b>
05.09.2022	2	1	1	2	1		1	1	
12.09.2022	2	1	1	2	1		1		
19.09.2022	2			2	1		1		
26.09.2022	2	1	2	2	1		1		1
<b>ACC TOTAL</b>	<b>45</b>	<b>19</b>	<b>23</b>	<b>45</b>	<b>15</b>	<b>2</b>	<b>17</b>	<b>14</b>	<b>6</b>
03.10.2022	2	1	1	2	1		1		
10.10.2022	2	1	1	2	1		1		
17.10.2022	2	1	1	2				1	
24.10.2022					1			1	
31.10.2022	2	1	2	2	1		1		
<b>ACC TOTAL</b>	<b>53</b>	<b>23</b>	<b>28</b>	<b>53</b>	<b>19</b>	<b>2</b>	<b>20</b>	<b>16</b>	<b>6</b>
07.11.2022	2	1	1	2			1	1	
14.11.2022	2	1	1	2			1		
21.11.2022	2	1	1	2			1		
28.11.2022	2	1	1	2			1	1	
<b>ACC TOTAL</b>	<b>61</b>	<b>27</b>	<b>32</b>	<b>61</b>	<b>19</b>	<b>2</b>	<b>24</b>	<b>18</b>	<b>6</b>
05.12.2022	2	1	1	2			1	2	2
12.12.2022	2	1	1	2			1	3	1
19.12.2022								5	
26.12.2022									
<b>ACC TOTAL</b>	<b>65</b>	<b>29</b>	<b>34</b>	<b>65</b>	<b>19</b>	<b>2</b>	<b>26</b>	<b>28</b>	<b>9</b>
02.01.2023				1			1		1
09.01.2023	2	1	1	2	1		1		
16.01.2023	2	1	1	2			1	1	
23.01.2023	2	1	1	2			1	1	
30.01.2023	2	1	1	2			1	2	
<b>ACC TOTAL</b>	<b>73</b>	<b>33</b>	<b>38</b>	<b>74</b>	<b>20</b>	<b>2</b>	<b>31</b>	<b>32</b>	<b>10</b>
06.02.2023	2	1	1	2			1	1	
13.02.2023		1		2				2	
20.02.2023	2		1	2			1		
27.02.2023	2	1	1	2			1		
<b>ACC TOTAL</b>	<b>79</b>	<b>36</b>	<b>41</b>	<b>82</b>	<b>20</b>	<b>2</b>	<b>34</b>	<b>35</b>	<b>10</b>
06.03.2023	2	1	1	2			1	1	
13.03.2023	2	1	1	2			1	1	
20.03.2023	2	1	1	2			1	1	
27.03.2023	2	1	1	2			1	2	
<b>TOTAL 22.23</b>	<b>87</b>	<b>40</b>	<b>45</b>	<b>90</b>	<b>20</b>	<b>2</b>	<b>38</b>	<b>40</b>	<b>10</b>

## Purpose

The purpose of this report is to update the Committee on the progress made to aid the marketing of the Town Hall and ask the Committee to further consider this matter.

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## Background

Members resolved to have this matter as a standing item. In the previous Committee meeting it was reported that a wedding fair event 'Marry Me In Marlborough' was planned for February.

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## Current Status

The 'Marry Me In Marlborough' event has now moved to a joint venture with a wedding event organiser 'When We Wed' who coincidentally approach the Council to book the Town Hall for a wedding fair on 26 March and also 10 September. It was decided to work in conjunction with each other given the common goal, and the 'Town Hall' will now feature integrally to both events as a wedding venue option, and there will be a staffing presence and material promoting it as such.

On 15<sup>th</sup> March we will be hosting a 'Marlborough Business Network' meeting, via the activity of the Tourism Officer who is now linking into an emerging local business network that is meeting regularly.

Also via the work of the Tourism Officer, the Town Hall will feature in the new 'Town Guide' that aims to be published in the Spring, with a feature advert for the Town Hall.

It should be noted that the income for the Town hall to date is 91% as of month 9 (£20,000 target income).

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## Proposal

Members are asked to consider other ways that could be explored to continue to promote Town Hall.

**Town Clerk 26 1 23**

To receive a verbal update report from the Town Clerk on the tenancy for the shop at 5 High Street

## Purpose

At the request of the Committee Chair, this report aims to appraise the Committee of the Council's property energy ratings in order that the opportunities to reduce energy use, and with this the environmental impact of the Council's properties, can be considered for action over the next 1-3 years.

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## Background

The Council adopted an 'Environment and Climate Protection Policy' on 28 June 2021. This policy statement can be found at:

[Marlborough Town Council Climate Emergency Policy Statement 8 June 21.pdf](https://marlborough-tc.gov.uk/Assets/Environment%20and%20Climate%20Protection%20Policy%20Statement%208%20June%2021.pdf)  
([marlborough-tc.gov.uk](https://marlborough-tc.gov.uk))

In the policy statement point 5 requires:

*'The Council, committees, and staff will proactively exercise its collective knowledge and awareness to ensure an informed approach to its considerations in respect of all Council responsibilities, commissions and purchases, contractual agreements, engagement of services, projects, events, and practices, with the overall aim to reduce its environmental impact and achieve carbon neutrality in line with Government policy.'*

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## Current Status

Energy costs have risen and are set to rise further in 2023, possibly by 400%. Therefore energy saving is both key to reduce carbon emissions and the negative environmental impact of these, but also to reduce the cost to the council in running its buildings.

A first big step made last year by the Committee in support of the Council's policy was to insulate the Town Hall roof at a cost of £25,000.

In readiness for the next phase focussing on insulation, on 18 January 2023, the Council's property agent was instructed to arrange an assessment of the Council's residential properties' current roof insulation, and advise what can be done to improve this.

The refurbishment of the windows of the Council's property at Kingsbury Street was agreed by the Committee as a priority project for 2023 24. A budget of £60k to refurbish the Kingsbury Street windows was agreed as part of the 2023 24 budget settlement. The Council architect will be attending the April Committee meeting to discuss what's involved.

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## Considerations

Members will need to consider the insulation and heating needs of the following properties, (with current Energy Performance Certificate ratings (EPC) noted):

- 1 Recreation Ground Cottages - gas boiler installed February 2018. (EPC Mar 2018 rating D)
- 2 Recreation Ground Cottages - gas boiler installed February 2018. (EPC Jan 2020, rating D)
- Flat 2, 5 High Street (EPC 2021, rating D)

- Flat 1A ( EPC 15 1 20, rating C)
- Flat 2A Kingsbury street-‘Roainte Kyros’ energy efficient electric heaters. (EPC Jan 2020, rating D)
- Flat 3A Kingsbury Street- electric storage heaters (EPC Aug 2016, rating C)
- Flat 3B Kingsbury Street- electric storage heaters (EPC Feb 2021, rating D)
- 5 High St - Including office/shop – gas boiler (installed approx. 2018/19) and electric storage heaters (EPC 2 11 22, rating B)
- Town Hall
- Community and Youth Centre

NB the average energy rating is ‘D’.

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## Proposal

The Committee is asked to consider what further steps or action can or should be taken to reduce the environmental impact of the Council’s properties in the long-term and instruct the Town Clerk accordingly.

**Town Clerk 26 1 23**

## ITEM 12

## NEW WORKSHOP

To receive a verbal update from the Town Clerk on the new workshop

## Marlborough Town Council

## Detailed Income &amp; Expenditure by Budget Heading 01/01/2023

Month No: 9

## Property Committee Report

	Actual Year To Date	Current Annual	Variance Annual	Funds Available	% Spent	Transfer to/from EMR
<b>INCOME</b>						
<b>PROPERTIES</b>						
1000 INCOME-HIGH ST SHOP	4511	22000	17489		20.5%	
1002 INCOME-HIGH ST FLAT2	5850	6900	1050		84.8%	
1003 INCOME-1 KINGSBURY	9167	17500	8333		52.4%	
1004 INCOME-1A KINGSBURY	4950	6600	1650		75.0%	
1005 INCOME-2A KINGSBURY	4950	6600	1650		75.0%	
1006 INCOME-3 KINGSBURY	3938	5250	1313		75.0%	
1007 INCOME-REC GND COT 1	8100	10800	2700		75.0%	
1008 INCOME-REC GND COT 2	7200	9600	2400		75.0%	
1011 INCOME - 3A KINGSBURY ST	3915	5220	1305		75.0%	
1012 INCOME - 3B KINGSBURY ST	3790	5220	1430		72.6%	
<b>TOWN HALL</b>						
1050 INCOME-TOWN HALL	18236	20000	1764		91.2%	
1112 Income Toilets	231	500	269		46.3%	
<b>PUBLIC TOILETS</b>						
1112 Income Toilets	2928	4000	1072		73.2%	
1114 Income Coopers Corner	627	0	(627)		0.0%	
<b>MC and YC</b>						
1329 MY & MC INCOME	5483	7000	1517		78.3%	
<b>EXPENDITURE</b>						
4054 LEGAL & PROFESSIONAL	6068	10000	3932	3932	60.7%	
4062 MTCE/ELEC CORP. PROPS.	12388	15000	2612	2612	82.6%	
4066 MARKETING	0	250	250	250	0.0%	
4070 Defibs	0	1000	1000	1000	0.0%	
4004 WAGES/NI/SUPERANN	49737	63979	14242	14242	77.7%	
4011 BUSINESS RATES	16467	17300	833	833	95.2%	
4012 WATER/SEWERAGE CHGS	1854	1000	(854)	(854)	185.4%	
4014 ELECTRICITY	2533	6500	3967	3967	39.0%	
4015 GAS	1816	15000	13184	13184	12.1%	
4019 CLEANING MATERIALS	430	800	370	370	53.7%	
4030 INTRUDER ALARM	748	2000	1252	1252	37.4%	
4035 SANITARY DISPOSAL	1253	1500	247	247	83.5%	
4037 LIFT MAINTENANCE	2373	3000	627	627	79.1%	
4038 MAINTENANCE	42375	68000	25625	25625	62.3%	855
4039 PERSONNEL CLOTHING	0	500	500	500	0.0%	
4072 EQUIPMENT	607	800	193	193	75.9%	
4300 BOILER MAINTENANCE	390	900	510	510	43.3%	
4301 FIRE EXTINGUISHERS	0	700	700	700	0.0%	
4304 LICENCES/PERFORMING	3003	2600	(403)	(403)	115.5%	
4305 BROADBAND	148	2100	1952	1952	7.1%	
4315 REFUSE COLLECTION	1061	1000	(61)	(61)	106.1%	
4998 MARKETING	0	750	750	750	0.0%	
4999 PUBLIC TOILETS	5481	7000	1519	1519	78.3%	
4011 BUSINESS RATES	0	1000	1000	1000	0.0%	
4306 COOPERS CORNER	483	1000	517	517	48.3%	
4313 PUBLIC TOILETS	12429	16000	3571	3571	77.7%	
4004 WAGES/NI/SUPERANN	10397	12000	1603	1603	86.6%	
4011 BUSINESS RATES	2794	2900	106	106	96.4%	
4012 WATER/SEWERAGE CHGS	1078	1000	(78)	(78)	107.8%	
4014 ELECTRICITY	1439	2375	936	936	60.6%	
4015 GAS	1723	2000	277	277	86.2%	
4019 CLEANING MATERIALS	153	1000	847	847	15.3%	
4030 INTRUDER ALARM	1846	2000	154	154	92.3%	
4035 SANITARY DISPOSAL	234	750	516	516	31.3%	
4037 LIFT MAINTENANCE	442	750	308	308	58.9%	
4039 PERSONNEL CLOTHING	18	150	132	132	11.9%	
4072 EQUIPMENT	50	1000	950	950	5.0%	
4301 FIRE EXTINGUISHERS	0	250	250	250	0.0%	
4304 LICENCES/PERFORMING	159	200	41	41	79.5%	
4329 MC and YC	525	2000	1476	1476	26.2%	
<b>Income</b>	<b>83876</b>	<b>127190</b>	<b>43314</b>		<b>65.9%</b>	
<b>Expenditure</b>	<b>182503</b>	<b>268054</b>	<b>85551</b>	<b>85551</b>	<b>68.1%</b>	