

Marlborough Town Council



29 November 2023

To: Councillors serving on the Property Committee – Councillors Kym-Marie Cleasby (Vice Chair), Mark Cooper, Mervyn Hall (Chair), Kelvyn Shantry, Caroline Thomas, plus the Town Mayor Councillor Nicholas Fogg

Dear Councillor

Property Committee

You are **summoned** to attend an extra-ordinary meeting of the **Property Committee**, which will be held on **Monday, 4 December 2023** following the extra-ordinary Finance and Policy meeting and no earlier than **8.30pm** in the **Court Room, Marlborough Town Hall**.

Yours sincerely

Richard Spencer-Williams

Richard Spencer-Williams, PSLCC

Town Clerk

If members of the public wish to attend they should notify the Town Clerk of this by noon on the Friday the day of 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 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 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 23 October 2023

5. Exclusion of press and public

Under the Public Bodies (Admission to Meetings) Act 1960, to exclude the public and representatives of the press and broadcast media from the meeting during the consideration of the following item of business as publicity would be prejudicial to the public interest because of the commercial or confidential nature of the business to be transacted

6. Workshop Extension – Phase 1

A. To consider quotes for phase 1 of the workshop extension

B. To consider delegating authority for procurement of services for the workshop extension

To approve and sign the minutes of the meeting held on 23rd October 2023

Marlborough Town Council



Property Committee

Minutes of a meeting of the Property Committee held Monday, 23 October 2023 in the Council Chamber, Marlborough Town Hall at 7pm

PRESENT	Councillor Mervyn Hall	Chair
	Councillor Mark Cooper	
	Councillor Kelvyn Shantry	
	Richard Spencer-Williams	Town Clerk
	Dawn Whitehall	Corporate Services Officer
	Councillor Emily Trow	Observing

PUBLIC QUESTION TIME

There were no members of the public present.

275/23 APOLOGIES

Apologies for absence were received from **Councillors Cleasby, Thomas** and the **Town Mayor**.

276/23 DECLARATIONS

There were no declarations.

277/23 CHAIR'S ANNOUNCEMENTS

There were no announcements.

278/23 MINUTES

RESOLVED: that the minutes of the meetings held 17 July and 25 September 2023 were approved as true records and signed by the Chair

279/23 ACTION LOG

Members noted the updated action log.

280/23 COMMITTEE PRIORITIES 2024-25

Members considered the 2022-23 Committee priorities, and whether to make any changes for 2024-25:

1. Maintain existing properties
2. Kingsbury Street windows refurbishment and remedial work (in progress)
3. Property valuations for insurance and land registry purposes (completed)
4. Workshop extension (in progress)
5. Insulation of tenancies (in progress)
6. Town Hall heating (in progress)
7. Residential boilers – review and update (completed)

Discussion points included:

- Whether more actions were required relating to property valuations (to be discussed in detail later in the meeting)
- To remove item 7 (residential boilers)
- To add remedial work to the Town Hall flagpole. Currently, it was possible to raise a flag but not leave it up for any length of time

RESOLVED: to retain priorities 1-6 in 2024-25 with the addition of the Town Hall flagpole

281/23 WEDDING HIRE FEES

Members considered a comparison of venue hire costs for weddings between Marlborough and nearby towns and cities.

RESOLVED: (i) to increase ceremony costs by 10% for 2024-25
(ii) to introduce a 25% discount against ceremony costs when a reception is also booked at the Town Hall

282/23 FINANCE REPORT AND 2024-25 BUDGET

Members noted the finance report for Q2 (month 6) and the Town Clerk answered clarification questions.

Members considered the draft Committee's budget requirements for 2024-25:

- Town Hall income to be increased to £25,000
- Retain £200 for Town Hall marketing
- Add a new line (possible EMR request to heritage fund) for up to £3,000 for a feasibility study into bringing the top floor room at the Town Hall into use

ACTIONS: (i) seek advice from Carter Jonas regarding rent reviews
(ii) prepare a report on energy usage by property for future meetings
(iii) update line descriptions to add clarity to show which building costs relate to

RESOLVED: that the proposed budget for 2024-25 was agreed with 3 amendments

283/23 TOWN COUNCIL PROPERTIES

Members noted the Office Manager's report on Town Council-owned properties, with no major issues.

284/23 VENUE BOOKINGS

Members noted the update report on venue bookings, and that rates were healthy compared to budget and the previous year.

285/23 PROPERTY VALUATIONS

Members noted the Town Clerk's report and the outcome of property valuations conducted in August, and considered whether further actions were required.

The assumption that two properties, The Merchant's House and the Town Hall, would be rebuilt like-for-like was questioned: the value of both in part came from their unique, historical significance which could not be replaced, and the assumption also significantly increased the insurance premiums.

RESOLVED: to revisit the valuation of The Merchants House and Town Hall based on the assumption of providing modern buildings fit for appropriate purpose and architecturally in keeping with the existing street scene

286/23 TOWN HALL HEATING

The Town Clerk gave a verbal update on work towards replacing the Town Hall boilers. There were outstanding questions about the mains power supply and the most suitable location for the new boilers. Once these were resolved the specification would be completed prior to issuing an invitation to tender.

287/23 KINGSBURY STREET PROPERTY WINDOWS

The Town Clerk gave a verbal update on the project, which had started w/c 16 October. He was liaising closely with local businesses to minimise disruption and hoped that, with good weather, the work could be completed within 4 weeks.

288/23 WORKSHOP EXTENSION

The Town Clerk gave a verbal update on the project:

- Planning permission had been granted
- A phased approach to the work was being drawn up prior to issuing invitations to tender
- Phase 1 would be the erection of the new barn: this would require a fenced storage area on the grass for about a week during construction
- Fencing would be carried out in two stages
- Close liaison with the Bowls Club

289/23 COMMUNITY FRIDGE AGREEMENT

Members considered a draft agreement with Transition Marlborough for the Community Fridge project.

RESOLVED: to adopt the agreement with the addition of an option for either party to end the agreement subject to a notice period of three months

290/23 TOWN HALL BOOKINGS TERMS AND CONDITIONS

RESOLVED: to amend the terms and conditions of hire of Marlborough Town Hall to allow the hirer the option of Temporary Events Notice (TENs) for the sale of alcohol

291/23 EXCLUSION OF PRESS AND PUBLIC

There were no members of the press or public present.

292/23 COMMUNITY AND YOUTH CENTRE

RESOLVED: to proceed with repainting the cladding at the Community & Youth Centre subject to checking that the cladding material meets fireproof standards

The meeting closed at 8.26pm

ITEM 5

TO EXCLUDE THE 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 commercial or confidential nature of the business to be transacted

ITEM 6

WORKSHOP EXTENSION – PHASE 1

- A. To consider quotes for phase 1 of the workshop extension
- B. To consider delegating authority for procurement of services for the workshop extension

Purpose

The purpose of this report is to ask the Committee to;

- A. To consider quotes for phase 1 of the workshop extension
- B. To consider delegating authority for procurement of services for the workshop extension

Status

Three quotes have been obtained for the first Phase of the workshop extension. (Please see appendix 1)

On 28 November the Town Clerk, Cllr Hall, the Grounds Manager and Chris Carey met to initially review the three quotes. Each was scrutinised. The contractor which supplied the clearest and most assuring quote (and which was cheapest) has a 14-day window of acceptance, and as such an expedient decision is required.

It was recognised at this meeting that whilst the extension plan, budget, and project management plan have been communicated and are supported by the Council and Committee, there has been no specific resolution to delegate the funding decision to either the Town Clerk or a 'project group' (as with the Town Hall heating for example).

Proposal

The Committee are asked:

- A. To consider quotes for Phase 1 of the workshop extension
- B. To consider delegating authority for procurement of services for the workshop extension project e.g., to the Town Clerk, Chair of Property Cllr Hall, the Ground Manager and Chris Carey from Woolley and Wallace as an advisory member.

NB Please see appendix 2 for procurement sheet

Town Clerk 28 11 23