

Malmesbury Town Council

Minutes of the Town Hall & Facilities Management Committee held in the Town Hall, Malmesbury, on Wednesday 4th March 2015.

Present: Cllrs R Budgen (Chair), C Doody, W Jones, L G Grant, Cllr A Kettleby, Cllr J Exton

Apologies: V L Penfold,

Non Attendance: Cllr S J Shape

Public Questions: None

Declarations of Interest: None

1. Minutes

- Noted that reference in the minutes regarding the relocation of the museum was made by Cllr Kettleby, not Cllr Doody.
- Reference to use of cupboards: These were for council use and not Cllr Doody's personal use
- The minutes of the Town Hall Management meeting held on Thursday 14th November 2014 were approved and adopted.

2. Receive Update on Outstanding Actions

Outstanding items were discussed. Main points were:

- **Newton Grove – Playground:** Cllr Kettleby reported little progress since the last meeting; Cllr Kettleby to send photos to forward to Wiltshire Council.
- **St Aldhelms Toilets –** Nurden's are progressing well with the work; SSE have installed cabling and are waiting for a meter. Deputy Town Clerk is confident that the toilets will be operational by the spring.
- **Filands Playground –**
 - Officers are still gathering information for:
 - i) A costed schedule for maintenance of Filands Play area;
 - ii) A lump sum fee for grounds maintenance at Filands.
 - iii) A commercial proposal
 - Agreed that Filands Group should be advised of latest position and a note posted on the Notice board.
- **New Flag Pole**

No contact from Sherston Properties. Admin Officer to source an alternative contractor.

- **External Stone Work**
 - Should be completed within next two weeks. (Subject to completion of outstanding pest proofing works). Additional costs have been reported and the initial budget allocation used to concentrate on the dangerous and higher level work. That work not requiring scaffolding may be done later when funds are available.
- **Lifebuoys**
 - Staff to write to Wiltshire Council expressing concerns
- **Replacement Swings – St. Aldhelms Playground**
 - Swings have been ordered and work to commence around 23rd March 2015.
- **Spring Symposium**
 - A price has been agreed with organisers for the use of the Cloister Gardens for the Spring Symposium and the History Weekend.

3. Income and expenditure – Report 1

The report on the latest income and expenditure for Month 11 was discussed and noted by the committee.

- Some underspends were noted and Cllr. Budgen to ask the Deputy Town Clerk for information re: accruals.
- Cllr Jones suggested that a note be made of items that Wiltshire Council might foreseeably look to cut and these are included in the town risk assessment.
- Cllr Grant suggested that a breakdown of stone work costs, (approx £74K would be useful.
- Suggested that as utilities code is empty that it could be used to record capital spend

4. Budget 2015/16 – Related Ideas

The budget for 2015 / was noted and discussed.

The possible re-introduction of wedding fayres. Cllr. Doody looking at 2011-12 costs and to e-mail ex stallholders

- Cllrs. questioned whether this issue ought to be a Town & Community Promotion issue. Cllr. Kettleby to raise at the next T&CP meeting
- Card Reader – Discussed at last P&R committee. Town Clerk asked to get costs, item being addressed within P&R

5. Bar Refurbishment

- Cllr. Jones reported on progress. Questionnaire being prepared, which will have a wide circulation and sent out by office staff.
- Cllr. Doody asked that there be some “feminine” input in to design.

6. Condition Survey

- Cllr. Budgen proposed that this item be made a priority for the new committee. Seconded by Cllr Jones and agreed.

7. Cllr. Budgen – Verbal Report on Recent Malmesbury Hub Activity

- Greensquare volunteer is not continuing. A replacement is being sought, with a possible candidate in mind.
- Cllrs Budgen and Exton to visit Calne Hub, to investigate new ideas.
- Cllr Jones raised issues around the internal décor of the Hub suggesting that much more could be made of the interior, e.g window decoration.
- GG suggested that Greensquare be asked to submit a report on progress in the Hub, from their perspective.
- Cllr Exton requested that excess chairs be removed from the Hub on market days.
- Generally agreed that a “brain storming” meeting on Hub development be an agenda item for the next Hub meeting.

8. Cllr. Budgen – Verbal Report on recent M@M activity

- A user group meeting was held on 25th February 2015 items discussed were:
 - Budget – explanation on structure administration etc.
 - Publicity and poster boards
 - Ticket Sales - Procedures
 - Storage of products
 - Cushions – Pilot Scheme for items sourced by Cllr. Budgen
 - Accrual of unpaid cinema bills – JW
- Charles Vernon gave a report on cinema activity and other issues, which included:
 - Recent events
 - Alternative content
 - Bar Stocks & Management
 - Income / expenditure
- Charles Vernon raised the issue around appointment of a “Cinema Manager”. Cllr. Budgen suggested that the new committee note this.
- Cllr. Doody asked the chair for a vote of thanks be given to Charles and the cinema volunteers. All agreed.

9. Refurbishment of St Aldhelms Playground Path

- Three quotes to be sought for this work and a recommendation made.

10. Display of Town Hall Paintings

- Noted that HRH paintings have been relocated as requested.
- Cllr. Doody has spoken to some ex mayors and they are keen on displaying pictures of past mayors.
- Discussion was had around possible locations; rationale etc. Cllr. Grant felt that the pictures should be in the Council Chamber, which should be the “Ceremonial Repository” for such artefacts. Proposed by Cllr. Grant and all in favour except Cllr Budgen.
- Cllr. Doody to bring in an advisor on remaining artefacts to establish value.

11. Hearing Induction Loop

- No further progress on this matter from the IT contractor. Cllr. Budgen felt that radical action was required regarding to improve the performance and customer service aspects of the present contractor following this inaction, and current dissatisfaction re: erratic performance of the WiFi system. Officers to request a written report from the contractor on:
 - what he perceives to be the issue with the hearing loop system;
 - his solutions for resolving the problem;
 - how successful he thinks it will be;
 - with a two week deadline for his report and recommendations

Meeting closed at 18.25 hrs