

Malmesbury Town Council

Minutes of the Town Hall and Facilities Committee held in the Town Hall, Malmesbury, on Wednesday 8th March 2017

Present: Councillors G Grant (Chair), J Exton, ACR Woodcock and CC Doody, W Jones, F Vandelli

Apologies: Councillors L Penfold,

Absent:

Declarations of Interest: There were no declarations of interest.

Public Question Time: There were no public questions.

1. Minutes.

Minutes of the meeting held on 25th January 2017 were checked for accuracy

Resolved: that the Minutes of the meeting held on 25th January 2017 be approved and signed as a correct record.

Cllr. Doody advised that she had not yet compiled the finite list for items in the Niebull Room

Cllr. Grant confirmed attendance at the event for Movies@Malmesbury volunteers and thanked them for their efforts.

2. Town Hall and Facilities Income and Expenditure

Consideration was given to Report No.1 which outlined current year income and expenditure relating to the Town Hall and the Council's facilities. A supplementary report from the Deputy Town Clerk outlined the income trend over the last five years. Variances included the loss of the "History Weekend" income and the drop in numbers of visitors recorded in TiC was noted.

Cllrs. requested that certain income recorded in hall hire be separated out, ie:

- Wedding packages; café rent; etc. and other unrelated income.
- Re: café charges, Cllrs. sought details of lease length, price reviews etc.
- Cllrs. also requested that hall hire income be broken down by recording room usage.

Resolved: to note the Report and officers to provide relevant details requested. Hall hire income to be recorded by room usage.

3. Terms of Reference – Hub Market

Cllr. Grant outlined the Terms of Reference for the Hub and Hub Market Review. It was proposed by Cllr. Jones and seconded by Cllr. Doody, that this work be deferred to the next TH&F meeting with the recommendation that the new committee take it forward.

4. Notice Board – Town Clerk Proposals

The Town Clerk sought guidelines from the committee re: types of notice board required. ie quality, materials. Proposed that a working group be formed to determine the specifics.

Resolved: That the Working Group consist of: Cllrs. Vandelli, Exton and Grant

5. Schedule of Repairs & Proposals for Adult Gym – Town Clerk update.

Councillors considered the report from the town clerk re: identified repairs and reached a consensus that the issues identified be progressed by officers, with the priority being the replacement of locks for the public toilets at St Aldhelm’s Mead.

Re: Adult Gym. Examine similar provision, but in metal, not wood.

Resolved: That a Working Party be formed to progress this item, comprising of: Cllrs Exton Doody and Grant.

6. Live Music – Assembly Room

Cllr. Grant had discussions with Neil Muttock and Movies@Malmesbury. Identified that there is a significant cost for lighting & sound. Item, with a proposal to be taken to P&R by Cllr. Grant and a final report tabled.

Cllr. Grant the council send formal congratulations to the Fringe Theatre on the success of their recent production and that we seek a “de-brief” of their experience vis a vis the town hall facilities.

The above, proposed by Cllr. Grant, seconded by Cllr Exton

Resolved: That the above be actioned.

7. Filands Playground – Asset Transfers

Cllr. Grant proposed that, subject to agreement of lease arrangements and approval of full council that an Asset Transfer request be made for Filands Community Park. Similarly, that re: Newton Grove, a site survey and assessment of S106 monies available be undertaken, with a view to potential asset transfer.

Resolved: Unanimously agreed

8. Bar Refurbishment

Cllrs. Jones, Vandelli and Doody presented themes for the refurbishment of the bar area.

Actions to be taken include:

Lighting:	To be fitted with LED replacements
Fridge:	Purchase of double fronted, lockable model
Existing fridge:	Marshfields to be contacted re: replacement fridge

Cllr. Jones outlined ideas for décor re: wall hangings, furniture, colour scheme, lighting, drapes & blinds, breakfast bar and other fittings.

Cllr. Jones suggested priorities and outlined project plan, ie costs, timetable, budget allocation. (10K agreed). Chair of P&R to confirm funds are available.

Resolved: That the above be actioned.

12. Use of Hub – Malmesbury Art Event

A request to use the hub for an art event was proposed and unanimously agreed

13. Story of the Town Hall – Cllr. Gundry

Cllrs were asked to consider a report from Cllr. Gundry

- 1: A floral display in the foyer of the town hall
- 2: "The story of the town hall" display

Proposed Cllr. Exton, seconded Cllr. Grant

Resolved: Cllr. Grant to submit a report / proposal for consideration

14. Procedure for Hall Hirer Comments

The clerk advised that no formal procedure was in place. Cllr. Grant proposed that a customer satisfaction system be considered detailing customer experience.

Meeting closed at 8.50pm