

## Malmesbury Town Council

Minutes of the Town Hall and Facilities Committee held in the Town Hall, Malmesbury, on Wednesday 6<sup>th</sup> September 2017

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**Present:** Councillors J Exton (Chair), P Exton, P. Newman, C. Doody, W. Jones,

**In Attendance:** Cllr Gundry, P. Smith

**Apologies:** Cllr G Grant Cllr Burke Cllr Vandelli

**Absent:**

**Declarations of Interest:** There were no declarations of interest.

**Public Question Time:** None

### 1. Minutes.

Minutes of the meeting held on Wednesday 2<sup>nd</sup> August 2017 were checked for accuracy.

#### Minutes Update:

- Cllr. Doody to circulate Niebull inventory before next meeting
- Filands Lease – does transfer include additional land? Need to clarify what was offered / rejected.
- Cllr Jones wants to consider purchase of additional land. (Town Clerk to be made aware).
- Adult Gym – Ongoing
- Bar – Worktops, electrics and furniture to be ordered
- Redecoration – Agree final colours
- Notice boards – Ongoing
- Project list to go to P&R – Cllr J Exton to circulate to committee
- TH&F projects to be prioritised for submission to P&R committee
- Plans of town hall to be made available
- Robes & Storage - Ongoing

**Resolved:** that the minutes be approved and signed as a correct record.

### 2. Town Hall and Facilities Income and Expenditure

Consideration was given to Report No.1 detailing income and expenditure for month 2

**Resolved:** to note the Report

### 3. Price & Booking Form Review

#### Booking Form

- Define maximum capacities for rooms by seating layouts and standing
- Agree correct name for the Hub, ie Old School Room. Town Clerk to advise
- Add Kitchen to the booking form
- Minor adjustments to T&C's

- Restriction on music events – subject to management agreement
- Setting up of furniture – To be discussed with the Town Clerk

**Resolved:** Approved subject to final agreement on amendments

#### **Price Review**

- No progress since last meeting. No response to e-mail discussion.
- Proposal items 3.2, 3.3, 3.6, 3.8, 3.11 remain unresolved
- Cllr J Exton to convene meeting of the Price Review Working Group or resume e-mail dialogue, to seek consensus of proposed charges.
- 7 day deadline to respond
- No response will constitute agreement

**Resolved:** Outcomes to be tabled at the next meeting

#### **4. Customer Survey**

The Committee agreed the format and content of the proposed customer survey form

- Cards to be put in TiC
- Caretaker to issue with Record of Hire form

**Resolved:** Cllr J Exton to discuss with the town clerk resources available for ordering /printing of survey cards

#### **5. Movies@Malmesbury – Monthly Report**

Cllr P Exton relayed feedback from Charles Vernon

- Usheru have replaced Oxboffice for online ticket sales
- Website has been updated
- Controller has failed on the projector
- Attendances were lower this month, (summer holidays), but should pick up again
- Request for washing up liquid
- Request for poster display in Griffin Alley

Charles Vernon to be advised of the Notice Board project currently being undertaken

#### **6. History of the Town Hall**

The committee considered a report from Cllr Gundry re: The History of the Town Hall.

- Subject to minor amendments of the text, it was agreed that quotes would be procured for printing of a leaflet, based on Cllr Gundry's "history" to give to visitors. Cllr Gundry to liaise with the Town Clerk re: quotes received.
- Re: Live Plants display. Quotes to be obtained.
- Cllr Gundry commented that January 2018 marked 10 years since the refurbishment of the town hall and felt that a celebration was in order. Cllr Gundry to liaise with the town clerk re: appropriate response

**7. Use of Cloister Gardens**

The committee discussed the Town Clerks report re: continued use of the Cloister Gardens by the Abbey café

**Resolved:** Agreed that officers make a quarterly call to users to review arrangements and that no fee be charged, but Council reserve the right to change arrangements in future

**7. Crockery – Request from Cllr Ritchie**

Request from Cllr Ritchie to use council crockery for his sustainability day was agreed

Meeting closed at 9pm