

Malmesbury Town Council

Town Hall
Malmesbury
Wiltshire
SN16 9BZ

3rd December 2013

You are summoned to a Meeting of the Town Hall Management Committee to be held on Wednesday 11th December 2013 in the **Malting Hall**, Town Hall, Malmesbury, commencing at 7.00pm.

J Penfold
Town Clerk

Cllr R Budgen (Chair)	Cllr W G Blake	Cllr Mrs F Caton
Cllr S Cox	Cllr Mrs J Exton	Cllr Mrs K Power
Cllr S Shape	Cllr M F Snell	

A G E N D A

To consider requests for dispensations

1. Apologies
2. Public Question Time
3. To receive declarations of interest in accordance with the Code of Conduct
4. To receive and adopt the minutes of the meeting held on Wednesday 12th November 2013
5. To receive and agree the Budget for this Committee for the 2014-5 attached as Report Number 1
6. To receive a report on income and expenditure attached as Report No.2
7. To receive a verbal updated report on the recent survey of the Town Hall
8. To receive a report on the Town Hall Charges Working Party – Report follows
9. To receive a report from the Old School Room Working Party - Report follows
10. To receive a verbal report on the Town Hall Cleaning contract
11. To receive verbal reports on:
 - 11.1 The cinema operation
 - 11.2 Town Hall Administrator vacancy
 - 11.3 WiFi & High Speed Broadband provision
12. To review monthly meeting arrangements