

Malmesbury Town Council

Minutes of the Town Hall Management Committee held in the Town Hall, Malmesbury, on Wednesday 12th February 2014.

Present: Councillors R Budgen (Chair), S Cox, J M Exton, K Power and S J Shape,

Apologies: Councillors W G Blake and M F Snell

None Attendance: F E Caton,

Public Questions: None.

Declarations of Interest: None.

1. Minutes

It was resolved that the minutes of the Town Hall Management Committee held on the 11th December 2013 be approved and adopted.

2. Income and expenditure

The report on the latest income and expenditure had previously been circulated as Report No.1 and was noted by the committee.

3. Old School Room Working Party

Councillor Exton presented a progress report on the work of the group. The Saturday markets held in the Old School Room were proving very popular and bookings being taken for dates throughout the year. A total of £150 had been raised at the last market and this was deposited with the Town Clerk. A telephone line and broadband had been ordered and a locksmith commissioned to install a keypad lock on the door in market lane.

The committee agreed to dispose of the wooden trestle tables and replace with others more suited to the operation and the lack of storage space within the town hall. Councillor Exton and the Town Clerk would examine existing equipment before seeking to order replacements.

The management group had been formed and terms of reference would be required. The Chair agreed to hold an extraordinary meeting of the committee at 6.30pm immediately before the next regular council meeting on 25th February 2014.

4. Cinema Working Group

The Chair explained his view that a Cinema Working Group should be established along similar lines to the Old School Room group. It would provide councillor input and a reporting line to the Town Hall Management Committee whilst retaining the considerable input provided by volunteers. The committee agreed that the group would be comprised of Councillors Budgen and Cox with Councillor Power looking at the financing.

5. Free use of the Town Hall

The committee was advised of a recent request to use the Town Hall free of charge or at a reduced rate to hold an event designed to raise money for charity and was invited to consider a policy for such requests.

After considerable debate it was proposed by Councillor Power, seconded by Councillor Shape and agreed by the committee that in view of the reduction in charges introduced from January 2014 the Town Hall would not be provided free of charge for any use, including those designed to raise money for charity.

The request for free hire or use at a reduced charge was not approved.

6. Exclusion of press and public

The committee agreed to exclude the press and public for the next part of the agenda in view of the commercially sensitive information to be disclosed.

7. Cleaning contract

The Town Clerk reported on issues arising with the present contractor and circulated three alternative quotations received for cleaning the Town Hall. The committee considered all three quotations and agreed that the Chair and Town Clerk should meet with contractor A (Absolutely Cleaning Services Ltd) to arrange a suitable handover subject to references.

8. Continuing use of the Town Hall

A report had been circulated outlining a request received for use of the Town Hall on Saturday afternoons during school term times. The hirer ideally required both main function rooms from 1.00pm until 5.30pm but could substitute one with use of the Malting Hall. The hire period would be for a total of 40 weeks each year.

The committee considered the implications for other users, especially those holding evening events. However, it was felt that the guaranteed income received from the hirer would assist in offsetting the cost of running the Town Hall and enable the lowered priced to be maintained.

The committee agreed that consent be given for use until the end of the autumn term with a review taking place in September. The committee also requested that the issue of flexibility be further explored with the hirer.

The meeting closed at 9.15.