



MALMESBURY TOWN COUNCIL

Minutes of the **Town Hall and Facilities Committee Meeting**
Held in Malmesbury Town Hall on **11th June 2026** at 6pm.

Present: Councillors James. Power, J Akhtar, Exton, Paget, D'Arcy, Hastings, Crawford-Price and Drake.

Also present: Claire Mann (Town Clerk)

TH&F/26/36 To receive declarations of interest.

None received.

TH&F/26/37 To receive apologies

None received.

TH&F/26/38 Public participation in respect of items included in this agenda

None received.

TH&F/26/39 To approve minutes of the meetings held on the 16th and 28th April 2026.

The minutes of both meetings were approved and signed as a correct record.

TH&F/26/40 To receive income & expenditure report.

Queries about expenditure from codes 4641 (Licences), 4131 (Town Hall Asset Management) and 4132 (Town Hall Improvements) were raised and it was agreed that the Town Clerk will forward breakdowns of each code to all members.

Cllr Drake arrived

TH&F/26/41 To note and consider project status report.

The Town Clerk updated members, after subsequent discussion the following was agreed;

- The Town Hall Administrator will be asked to get a sample from PR Solar Windows, Flying Monk Graphics and Southgate for installation to determine preferred finish. It was agreed that Cllrs D'Arcy , James and Crawford-Price will make the final decision.
- It was agreed that a company able to install EV charger will be identified to provide a quote. Cllr Paget will also forward contact details of companies that provide this service.
- Quotes for alternative lighting in the Gallery and toilet corridor will be sourced.
- It was agreed to extend the period for review of use of the Telephone Box from one year to three years.

TH&F/26/42 To review membership of working groups overseen by Town Hall & Facilities Committee (Open Spaces (Green), Town Hall Projects and Outdoor Skate Park and Pump Track)

Following discussion, it was noted that Cllr Sanderson wished to be removed from the Town Hall Projects Working Group and that Cllr Grant wished to remain on the Skate Park & Pump Track Working Group. It was further noted that Cllr James wished to join the Skate Park & Pump Track Working Group and the Town hall Projects Working Group. All changes were agreed.

TH&F/26/43 To consider request from TIC Review Working Group to remove promoters' temporary pop-up banners at the bottom of the staircase, except during the event when it is taking place and removal of hand sanitisers.

Cllr Drake had circulated a report put together following meetings of the TIC Review Working Group. It was agreed to accept the proposals as detailed;

- recommendation for metal toilet sign to be purchased for the drainpipe to the right hand side of the Town Hall office window, together with post fixing kit. 3mm Brushed Aluminium Composite

Example sign and post:



- request removal of promoters' temporary pop-up banners at the bottom of the staircase, except during the event when it is taking place. Banners to be taken away by event organisers between events. This is for reasons of creating a welcoming first impression, unrestricted flow of people and avoidance of trip hazards.
- Removal of the hand sanitisers at entrance to John Bowen gallery installed during covid (suggest storing in JB gallery storage area if required in future). This is for reasons of creating a welcoming first impression, unrestricted flow of people and avoidance of trip hazards.
- Two paper signs with opening hours for TIC and museum currently blue-tacked to be removed immediately (to be replaced by purchase of new swing sign subject to P&R budget approval),
- Two old Explore Malmesbury and other peeling stickers be removed (c) the Push to Open square signs on each door are cracked – these to be replaced with new signs on TIC door and main Town Hall door (or changed to read 'Automatic Door')
- Town Clerk to arrange a typed-up list of TIC opening days/hours, to be permanently displayed in the Town Hall notice board next to the TIC doors.

TH&F/26/44 To consider request from Explore Malmesbury to use the Marquee & Gazebo, PR System, Projector, tables and chairs on the 11th and 12th July.

Following discussion it was noted that the request had been made by the Town Team not Explore Malmesbury. It was agreed that the items requested could be used on the 11th & 12th July.

TH&F/26/45 To consider quote to install motors to make fire doors automatic.

It was agreed to accept the quote, making the doors automatic would be far more practical and efficient and that this expenditure could also qualify for CIL expenditure.

TH&F/26/46 To consider a proposal to increase biodiversity in Town Council managed green spaces and give guidance to the Green Spaces Working Group for its further development.

The report was considered and it was resolved that the Green Open Spaces Working Group would review the report to provide specific proposals for the Committee to consider. It was also suggested that a 'walk-around' would take place with the Groundsmen to identify what measures are already in place for biodiversity.

Meeting closed at 7pm