



MALMESBURY TOWN COUNCIL

Minutes of the **Town Hall and Facilities Committee Meeting**
Held in Malmesbury Town Hall on **16th April 2026** at 7 pm.

Present: Councillors Hastings, Exton, Sanderson, James, D'Arcy, J Akhtar and Grant

Also present: Claire Mann (Town Clerk)

Presentation from the Civic Trust on Telephone Box Project

Maria Marsh, on behalf of the Civic Trust, presented the ideas for the telephone box in the Triangle. The plans focus on a Westport theme and it could become a 'Westport Heritage Centre.' The Civic Trust is keen to showcase historical stories in Westport as these are significant to Malmesbury. A map of historically important sites could be displayed with detailed text.

TH&F/26/21 To receive declarations of interest.

None received.

TH&F/26/22 To receive apologies

Apologies received from Cllrs Drake and Crawford-Price.

TH&F/26/23 Public participation in respect of items included in this agenda

None received.

TH&F/26/24 To approve minutes of the meeting held on the 12th March 2026.

The minutes were approved and signed as a correct record.

TH&F/26/25 To receive income & expenditure report.

It was noted that EMR transfers related to 4132 (Town Hall Improvements) is greater than the overall expenditure. The town Clerk will investigate.

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

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

- It was noted to chase Solar Glare Film companies for quotes, providing a deadline for a response.
- Cllr D'Arcy reported that the Signage Working Group would be meeting again in the next few weeks to progress the survey carried out by Councillors.

TH&F/26/27 To consider request from HEALS to use the marquee on the 11th – 14th June.

Cllr Grant abstained from voting. It was agreed to allow HEALS to use the Marquee as requested.

TH&F/26/28 To consider request from Carnival to use the marquee on the 20th June.

It was noted that the Carnival had also requested use of the portable PA system. Cllr D'Arcy abstained from voting. It was agreed that the Carnival could use the Marquee and the portable PA system as requested.

TH&F/26/29 To consider request from resident to site convex mirror on the Town Hall.

Following discussion it was resolved that the Council will not allow a mirror to be sited on the Town Hall but suggested that the resident places a mirror on the exit to their property on the left hand side to improve visibility.

TH&F/26/30 To consider request from Caerbldon to use St Aldhelm's Mead on the 27th June and 4th July as part of the River Festival project.

Cllr Drake had circulated a report on the River Festival Project for background information ahead of the meeting. The request was agreed.

TH&F/26/31 To consider request from Caerbladon to use Birdcage Walk from the 1st June to the 11th July for exhibition.

The request was agreed.

Meeting closed at 7.40pm