



MALMESBURY TOWN COUNCIL

Minutes of the **Town Hall and Facilities Committee Meeting**
Held in Malmesbury Town Hall on **5th September 2024** at 7 pm.

Present: Councillors R Hastings, S D'Arcy, P Exton, S James, C Doody, R Sanderson & L Crawford-Price

Also present: Claire Mann (Town Clerk) Alison Scott and Katie Freeman (part of meeting)

TH&F/24/62 To receive declarations of interest

None received.

TH&F/24/63 To receive apologies

Apologies received from Cllr W Jones.

TH&F/24/64 Public question time in respect of items included in this agenda

None received

TH&F/24/65 To approve minutes of the meeting held on the 4th July.

The minutes were approved and signed as a correct record of the meeting.

TH&F/24/66 To receive income & expenditure report

Members queried the bar income that is showing as over expected budget by £221. The Town Clerk will forward breakdown and Cllr D'Arcy will check invoicing situation with MLA.

TH&F/24/67 To note TH&F project status report

Current projects were updated. It was agreed to remove the Conference Facility provision until further research had been completed into requirement. The upgrade of the OSR kitchen units will be moved into current projects.

TH&F/24/67 To consider 'two tier' room hire service and determination for application of £100 returnable bond (Cllr D'Arcy)

It was agreed that a more detailed proposal will be presented at the next meeting. The Town Clerk was asked to investigate what the current situation with bonds is and that the £100 returnable bond be re-instated to ad-hoc bookings.

TH&F/24/67 To consider planting in the Cloister Gardens

Following discussion it was noted that there remains an amount of money in EMRs for the Cloister Gardens and that the Council should ask the owners if the offer to assist with landscaping plan is still in place, Ilyia Shimbov had also expressed an interest in this area. A maintenance plan should also be drawn up.

Cllr Doody left the meeting

TH&F/24/67 To note other Council's charges for Open Spaces and consider next steps.

Members noted the charges imposed by other Councils and following discussion agreed;

Cloister Gardens & St Aldhelms Mead – Outdoor Spaces

Charity/Non-Commercial Hire Rate	
Mon-Sun Hire	£20 per day £10 half day
Commercial & Social/Private Hire Rate	
Mon-Sun Hire	
Small commercial (100 people or fewer)	£150 per day £20 per hour
Large commercial (101-499 people)	£400 per day £30 per hour
Large commercial (500 + people)	£600 per day £40 per hour
Advertising/TV shoot	£1,000 per day
Litter picking	£20 per hour

Personal Training	
Mon-Sun Hire	£180 Annual fee for Fitness/Personal training hire (single site) 12-month permit – maximum 6 hours per week
Number of participants	Free for up to 5 £5 per session for 5-10 participants £10 per session for 11-20 participants £15 per session for 21 and above participants

Wedding Ceremonies

WEDDING CEREMONIES	Monday – Friday	Saturday
Without Reception:	£300.00	£420.00
With Reception:	Includes setting up, administration input & caretaker	Sunday/Bank Holiday
Anytime – 25% off the ceremony fee, if reception is also booked at the Town Hall, Cloister Gardens and St Aldhelm's Mead		£600.00

Alison Scott & Katie Freeman arrived

TH&F/24/67 To receive an update from the Pump Track & Outdoor Skate Park Working Group

Cllr Grant had circulated a report with the background and options to be investigated by the group. Alison and Katie reported that a consultation event is taking place on the 3rd October for residents.

It was resolved to accept the recommendation within Cllr Grant's report,

- 5.1 The Town Hall & Facilities Committee agrees that White Lion Park is the preferred site to be investigated further as the location for an outdoor skatepark, pump track and MUGA.
- 5.2 Final approval by Malmesbury Town Council to proceed with this site is subject to the receipt of a report to include feasibility, planning permission, governance structures, residents' views etc have been concluded.
- 5.3 The current preferred location, subject to final decision, may be made public and the officers of the volunteer body invite local residents near to the preferred location, as well as the wider public, to a public meeting on Thursday 3 October 2024.
- 5.4 Those residents who are most likely to be impacted by the location are kept fully informed and their views, opinions and concerns taken into account in the final report to Malmesbury Town Council.

Alison Scott & Katie Freeman left the meeting

TH&F/24/67 To consider permissions for metal detecting on Town Council owned land.

The Town Clerk had circulated information from the National Council for Metal Detecting (NCMD). It was agreed that the Clerk would investigate how others deal with requests similar to this. Cllrs D'Arcy, Exton, James and Hasting would also complete research and an MTC Search Agreement Form would be presented to the next meeting based on the pro-forma agreement from the NCMD.

TH&F/24/67 To receive report from Deputy Town Clerk on EV chargers (back yard)

The report was noted. It was agreed that more information is required. Members requested confirmation on installation because of the vast difference and also the definition of tethered and untethered supply.

TH&F/24/67 To consider charging structure for use of Town Hall on Christmas Day.

It was agreed that the bank holiday rate of hire would apply to Christmas Day.

Meeting closed at 8.28pm