

Malmesbury Town Council

Minutes of the Town Hall Management Committee held in the Council Chamber, Malmesbury on Monday 23rd June 2008 commencing at 4pm.

Present: Councillors: J A Bowen, Mrs C C Doody, P J Goldstone, J R Lawton and C M Vernon.

Public Question Time

Councillor Lawton requested information about why the meeting had been called during the afternoon and not evening. The Chair replied that other concerns had been expressed about the timing and it would be raised as a discussion item during the meeting.

Declarations of Interest

There were no declarations of interest.

6. Minutes

It was resolved that the minutes of the Town Hall management Committee held on 27th May and 5th June 2008 be adopted.

7. Matters arising

The Town Clerk reported that enquiries were being made to secure regular weekly cleaning of the glass doors and main windows.

8. Terms of reference for the committee

It was resolved that the Town Clerk would prepare draft terms of reference for consideration by the committee at the earliest opportunity.

9. Marketing of the Town Hall

Councillor Bowen reminded the committee that there was a sum of £5,000 included in the budget for the current year, specifically included for marketing of the facility. The committee agreed that there could be a benefit in the Town Hall having a separate website with photographic images and full information about uses. The Town Hall Manager has a portfolio of photographs of different arrangements of rooms which will provide the basis of information for brochure and website.

10. Frequency of meetings

It was agreed that the committee would meet at 6.00pm at least monthly for the next few months and then review after a six month period. The next meeting would be held on Wednesday 16th July 2008, commencing at 6.00pm

11. Scale of charges for use of the Town Hall

The Town Clerk advised the committee of the current scale of charges and information was circulated about charges levied for use of similar establishments. It was resolved that Councillor P J Goldstone would work with the Town Hall Manager to present a list of suggested fees for consideration by the committee.

The Town Clerk reported on the application for a variation of the Premises Licence required following the refurbishment of the Town Hall. An application had been submitted and received by the Licensing Officer but there is a period of 28 days for objections to be made. In order to avoid complaints about noise nuisance the committee authorised the Town Clerk to obtain and install a suitable noise limiting device to serve the Assembly Room.

12. Request for use of Wesleyan Room

The committee considered the request for free use of the Wesleyan Room by the local librarian and it was resolved to offer the space free of charge provided there were no other bookings and the Town Council reserved the right to sell promotional space for suitable book sales.

Meeting closed at 6.47pm.