

## **Malmesbury Town Council**

Minutes of the Town Hall Management Committee held in the Town Hall, Malmesbury on Monday 10<sup>th</sup> August 2009 commencing at 6pm.

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**Present:** Councillors: Mrs C C Doody, P J Goldstone, J R Lawton, R F Sanderson, and C M Vernon.

**Also present:** Councillor W G Blake.

Before the commencement of the meeting the committee and others received a demonstration involving a portable stair lift and a presentation from members of the Malmesbury Embroiderers Guild about a display for the Town Hall.

### **Public Question Time**

There were no public questions.

### **Declarations of Interest**

There were no declarations of interest.

### **10. Minutes**

It was resolved that the minutes of the Town Hall management Committee held on the 10<sup>th</sup> June 2009 be adopted.

### **11. Matters arising**

**Min 06** – The Town Clerk reported that the figure offered for the unwanted furniture was inclusive of VAT. It was RESOLVED that the figure would be acceptable and the purchaser advised accordingly.

### **12. Request to reconsider hire charges.**

The committee considered a report from the Town Clerk, previously circulated as Report No.1. Two hirers had made comments about the increased charges and requested that the committee reconsider the new fees. It was RESOLVED that whilst recognising the impact of increased charges there would be no exceptions and for existing users the charges would be increased in two stages as previously agreed. Clubs and societies regularly using the Town Hall would be offered the facility of having suitable information placed on the Town Council website free of charge.

### **13. Work at the Town Hall**

Councillor Lawton advised that works was in progress on the flat roof but the under felt to the rear roof elevation required replacement at additional cost. Listed building consent was awaited for the proposed improvements to the Old School Room and quotations for other work were being sought from local contractors.

The problems caused by the recent press article about closure of the external toilets were explained to the committee by the Town Clerk and arrangements were being made to select a suitable CCTV system for immediate installation.

### **14. Occupancy Rate**

The Town Hall Manager advised the committee of the level of bookings since April 2009. It was RESOLVED that the Town Hall Manager would compile monthly statistics

indicating the trends in occupancy levels for use of the Town Hall. The discussion developed to incorporate Item 14 on the agenda, to consider marketing of the Town Hall. A number of options for marketing the Town Hall were considered and would be implemented as soon as the Malting Hall and Parlour have been completed.

**15. Income and Expenditure from April to July 2009**

The Town Clerk had previously circulated details of income and expenditure as Report No.3 and the committee noted the report.

**16. Use of the Gallery Space.**

The Town Clerk explained some of the administrative issues impacting upon the use of the Gallery space. It was RESOLVED that in future any sales income would be passed to the artist who would then be invoiced for the commission plus the relevant rate of VAT. The Town Hall Manager would produce terms and conditions for use of the space.

**17. Request to use the Town Hall free of charge**

A request had been received from the Unitary Councillor for Malmesbury to use space within the Town Hall for a meeting prior to the meeting of the Area Board. It was RESOLVED that provided space was available and the timing was within the core hours of the Town Hall office the facilities for a meeting would be offered free of charge and the position reviewed after six months operation.

**18. Display of Fire Engine**

The Town Clerk advised the committee on the request received from the Friends of Athelstan Museum that the fire engine be displayed in the foyer window for a period of several months so as to allow a change in display within the museum. It was RESOLVED that the fire engine could be displayed as requested provided that all risks would be borne by the Friends of Athelstan Museum, suitable signage provided by them and the engine removed by the 15<sup>th</sup> November.

**19. Exclusion of press and public**

It was RESOLVED that in view of the nature of the next item of business all members of the press and public would be excluded from the remainder of the meeting.

**20. Cleaning of the Town Hall**

The Town Clerk presented a paper on proposals for securing the effective cleaning of the Town hall and it was RESOLVED that he continue to obtain quotes for the agreed work.

**Meeting closed at 8.55pm.**