

Malmesbury Town Council

Minutes of the meeting of the Town Hall Management Committee held in the Town Hall, Malmesbury on Wednesday 10th March 2010 commencing at 6pm.

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

Public and Press: No members of the press or public in attendance

Public Question Time

No questions raised.

Declarations of Interest

There were no declarations of interest.

40. Minutes

It was RESOLVED that the minutes of the Town Hall Management Committee held on the 16th December 2009 be adopted.

41. Charges for use of Town Hall

The Mayor had received an email concerning complaints about the scale of charges for use of the Town Hall. Considerable discussion took place concerning the impact upon local community groups wishing to use the facilities during the evening. The committee considered that especially in view of fixed costs it would not be appropriate to further increase the level of subsidy allocated to the cost of running the Town Hall and it was RESOLVED that no action be taken about the scale of charges for this year.

42. Income and Expenditure

The Town Clerk presented the income and expenditure account for the Town Hall. Members of the committee noted the level of income received from hiring charges and use of the Gallery space. It was RESOLVED to request the Policy and Resources Committee to transfer the depreciation on equipment and the building renewal fund to earmarked reserves.

43. Continuing improvements to the Town Hall

The Town Clerk and Mayor provided a review of items still requiring attention to the Town Hall. It was RESOLVED that the Town Clerk be authorised to seek alternative quotes for roofing repairs and the improvements to the Old School Room. The quotation for shelving in the bar area was accepted by the committee and the contractor would be invited to submit a quote for similar work in the first floor kitchen

44. Use of Old School Room

The committee were advised that earlier in the year the Pre-School had informed the Chair that they were considering a move to alternative premises, possibly in September. The committee considered alternative uses for the space and it was RESOLVED that the Town Clerk contact the Pre-School to seek an early indication of their intentions and that the use would be reconsidered once the improvement works had been undertaken. The Pre-School would be notified that, subject to funding, the work would be

commenced at the end of the summer term and best endeavours would be made to secure completion by September.

45. Events and Facilities Manager

The committee considered the Job Description for the new post of Events and Facilities Manager and the salary resulting from Job Evaluation. It was RESOLVED that the Personnel Sub-Committee be requested to accept the details and then recruitment would commence. The Town Clerk would advertise in the Local Government publication and the Chair offered to research into the charges made by agencies specialising in events and facilities management.

46. Potential for use as Cinema

The Chair reported on his recent meeting and it was RESOLVD that once funding had been achieved by the organisation they be invited to enter into an agreement with the Town Council, initially for a period of twelve months.

47. Vending Unit

The Town Clerk advised the committee that the tenant of Jackdaws had requested authority to position a mobile ice cream vending unit outside the entrance to the Town Hall. It was RESOLVED that subject to the tenant receiving all necessary permissions the Town Clerk be authorised to enter into a suitable agreement for the siting of the unit.

48. Cleaning Contract

The Town Clerk presented a report on the quotations received from cleaning contractors invited to quote for cleaning the Town Hall. It was RESOLVED that the Town Clerk be authorised to enter into an agreement with the contractor who had submitted the lowest quote with a view to commencing in April 2010.

Meeting closed at 8.40pm.