

Malmesbury Town Council

Minutes of the Town Hall Management Committee held in the Town Hall, Malmesbury on Wednesday August 10th 2011 commencing at 6pm.

Present: Councillors A Stamp (Chair), C M Vernon, W G Blake, R F Sanderson and C C Doody.

Apologies: P J Goldstone

Public Question Time: No questions were raised.

Declarations of Interest: There were no declarations of interest.

1. Minutes

- 1.1 It was resolved that the minutes of the Town Hall Management Committee held on June 8th be adopted.

2. Public Questions

- 2.1 No public questions.

3. Income and Expenditure Report

- 3.1 The committee considered the latest position on Income and Expenditure. Questions were raised on what figure had been spent on marketing and the committee was reassured that recent advertising had been placed in a county wide publication.

4. Report on condition of the windows in the Hobbes Parlour

- 4.1 It was RESOLVED that quotes would be obtained for the repair of the windows in the Hobbes Parlour and that all other lead windows would be inspected to see whether further repairs are required.

5. Report on Feedback forms

- 5.1 It was RESOLVED that feedback forms would be adopted and created by the Events and Facilities Manager which will be sent out with the booking documents when hirers book a hall at the Town Hall.
- 5.2 It was RESOLVED that a time limit for comments to be received would be indicated on the feedback form.

6. Report on the condition of the floor in the men's toilets.

- 6.1 The Events and Facilities Manager reported that the cleaning company had tried to clean the floor in the Men's toilets under the urinals by a number of methods including a deep clean and industrial cleaning and that this had not solved the problem.
- 6.2 It was RESOLVED that three quotes be obtained for the replacement flooring and that different types of flooring be investigated such as tiles.

7. Report of forthcoming events planned.

- 7.1 It was RESOLVED that all the events recommended would go ahead apart from "A Winter's Tale" as the financial risk was too great.
- 7.2 It was RESOLVED that a red carpet be sourced and purchased with a budget limit of £750 for all forthcoming weddings and events that require one, rather than hire one in when required.

8. Report on Cinema provision.

- 8.1 It was RESOLVED that a response be sent to Peter Tyas regarding the new proposal from South West Screen/White Horse Pictures for the on-going cinema provision detailing the committees concerns regarding the new proposal.

The meeting closed at 7.50pm

Louise Arkley
Events and Facilities Manager
August 2011