

Malmesbury Town Council

Minutes of the Town Hall Management Committee held in the Town Hall, Malmesbury on Wednesday February 23rd 2011 commencing at 6pm.

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

In attendance: Councillor A C Woodcock and Mrs J Cavendish.

Apologies: Councillors W G Blake and Mrs C C Doody.

Public Question Time

No questions were raised.

Declarations of Interest

There were no declarations of interest.

27. Minutes

It was resolved that the minutes of the Town Hall management Committee held on the 15th December 2010 be adopted, with a request that the date be amended. The conditions of eligibility for community groups had been agreed and would be attached to these minutes as Appendix A.

28. Public Questions

Councillor A C Woodcock brought to the attention of the committee a request from the Malmesbury and District branch of WEA that they be charged the Community Rate when hiring a hall. It was RESOLVED that the Malmesbury and District branch of WEA would be entitled to the Community Rate of hire.

29. Income and Expenditure Report

The committee considered the latest position on Income and Expenditure. Clarification was sought as to the Cinema income and percentage given to Movieola. It was confirmed that Movieola receive 80% of the ticket sales revenue, and the Town Hall receives 20%.

30. Promotion activities planned or undertaken

The Events and Facilities Manager presented a report on promotion activities planned or undertaken. Councillor R F Sanderson recommended that the Events and Facilities Manager meet with Tony Kemp to discuss organising a Beer Festival. Councillor J R Lawton stated that he had approached Movieola/White Horse Pictures about running a Film Festival in Malmesbury.

31. Update on improvements to the kitchen and other areas

The Town Clerk submitted a report detailing the progress of the works being carried out on the kitchen refurbishment project, the potential leasing of the OSR and signage. It was stated that the committee would like to see a 3 phase power supply installed in the kitchen.

32. Promotion of Community Rate

The Events and Facilities Manager presented a report on actions taken to promote community use and any outcomes. The committee RESOLVED that a leaflet drop advertising Community Hire to be undertaken.

33. Utilisation to date and projection to year end

The Events and Facilities Manager presented a report on actual utilisation to date and projection to year end.

34. New Pricing Structure

The Events and Facilities Manager presented a report on a proposed new pricing structure for the hire of Halls at the Town Hall. The committee RESOLVED to accept the new pricing structure and RESOLVED that precept payers would receive a 20% discount on all Hall hire.

35. Request from Jackdaws Coffee House for erection of external signage

The committee RESOLVED to ask the proprietor of Jackdaws Coffee House to produce a drawing plan of the proposed signage and the committee agreed that the black plastic signage that Jackdaws had proposed to use not be given consent to be erected. The committee RESOLVED that all signage must be of the same type.

36. Item of correspondence - Complaint – Jackdaws Coffee House

The chairman of the Committee had been made aware of a complaint made by a member of the general public to Jackdaws Coffee House.

37. Any other business

- The committee agreed that chairs should be sourced for the Gallery for the general public to use.
- The crockery/cutlery storage area in the stock room needs to be re-structured so that the above items can be stored in a more user friendly manner and that the space available is utilised to its fullest potential.
- The committee was minded not to continue with the hire of tablecloths to the general public as the cleaning costs do not warrant the time and expenditure of the provision of tablecloths.
- Action - The Embroidery Guild to be contacted to request the moving of the tapestries from the Bar into the Hallway above the stairs.

The meeting closed at 7.50pm

Appendix A

Eligibility of Community Hire Groups

To qualify Community Groups need to be a not-for-profit community group, not-for-profit club or charity that is run locally by unpaid volunteers (centrally it may be managed and operated by paid staff) and must be for the benefit of Malmesbury residents (though not exclusively).

The event must not be commercial in its activity, though fund raising events for the charity running the event is permissible. The group may invite one off guest speakers or entertainers to address/entertain the group and they may charge attendees to cover the cost of the speaker and hall. Charges may also be levied to cover the cost of materials used by the participants. No one individual, partnership or business may profit from the event.

Who would be in and who would be out using this description and why...

Athelstan Players, IN because they are a not for profit group, where no individual benefits financially - but they would only be able to hire the space once a week for 3 hours Monday to Wednesday.

Gardening Club, IN because they only charge to cover the cost of their speaker and no individual benefits from the event.

Bridge Club, IN because they only charge to cover the cost of the hall, a few packs of cards and tea and biscuits - no individual benefits financially.

Yoga club, OUT because it is a profit making group, where one individual regularly benefits financially, albeit that their membership is drawn from the community.

WEA, IN because it is a charity run locally by volunteers for the benefit of Malmesbury people, and while attendees pay a large lump of cash to attend, as I understand it is to pay for the trainer.

Parkinson's society, IN while they are a national group, they are run locally by volunteers

This will allow Carnival events under 3 hours to benefit but is unlikely to reduce charges for the Hobbes Festival, which otherwise would qualify, because of its length & it's a weekend event.

You'll note the mention of 'members' in the sentence about guest speakers etc - this is to emphasise the intention to attract locals to the event. A Womad event with people coming from all over wouldn't meet my criteria (and might also fail on the 'local organiser' point).