

## Malmesbury Town Council

Minutes of the **Town Hall and Facilities Committee Meeting**  
Held in Malmesbury Town Hall on **Wednesday 24<sup>th</sup> January 2024** at 7pm.

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**Present:** Councillors S D'Arcy, P Exton, J Slade & R Sanderson

**Also present:** Claire Mann (Town Clerk)

**TH&F/24/01 To receive declarations of interest**

None received.

**TH&F/24/02 To receive apologies**

Apologies received from Cllrs Hastings, James & Crawford-Price,

**TH&F/24/03 Public question time in respect of items included in this agenda**

None received.

**TH&F/24/04 To approve minutes of the meeting held on the 15<sup>th</sup> November 2023**

The Minutes were approved and signed as a correct record.

**TH&F/24/05 To receive Income & Expenditure Report**

The report was noted, the Clerk outlined overspends on budgeted lines but explained that these are approved expenditure by the Committee/P&R at previous meetings.

**TH&F/24/06 To note TH&F project status report**

The report was noted. Several items are to be followed up, generally quotes and it was resolved to spend up to £1400 on seating in the Gallery as proposed by the Working Group. It was resolved to accept the quote to replace all bulbs and light fittings with energy efficient replacements (except Gallery track system) at £5407.45.

**TH&F/24/07 To consider room hire fees, community rate and associated equipment hire**

Following discussion it was agreed that room hire fees would remain the same. A £20 hire fee is applicable to the hire of projector and/or PA system and/or screen unless hirers meet the criteria for Community Rate, in which case the equipment is free to hire.

The booking form will be re-designed to show this, the design will be the same as the recently approved Gallery booking form.

**TH&F/24/08 To consider purchase of poster display unit**

Cllr D'Arcy had circulated a report ahead of the meeting. It was approved to purchase the equipment as detailed in the report.

**TH&F/24/09 To consider report from Cllr Ritchie detailing request from the Athelstan 1100 group for free room hire in the Town Hall**

Following discussion it was resolved that the Athelstan 1100 Group could operate in the Town Hall with the same agreement that the Carnival has.

**TH&F/24/10 To consider request from the Pantomime Theatre Company**

It was agreed that further information on ticket price etc is required and that the Clerk, Chair and Vice Chair have delegated authority to confirm room hire fee when information is received.

**TH&F/24/11 To note verbal report from the Head Groundsman on effects having ceased usage of glyphosate around the town and determine future action/control of weeds**

Following discussion it was resolved this would come to a future meeting. Members noted that a difference was observed by many with reference to weed growth. A cost effective solution is to be sought.

Meeting closed at 8.07pm