

## Malmesbury Town Council

Minutes of the **Town Hall and Facilities Committee Meeting**  
Held in Malmesbury Town Hall on **Wednesday 19<sup>th</sup> April 2023** at 7pm.

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**Present:** Councillors S D'Arcy, G Grant, C Doody, P Smith & P Exton

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

**TH&F/23/13 To receive declarations of interest**

None received.

**TH&F/23/14 To receive apologies**

Apologies received from Cllrs R Sanderson & W Jones

**TH&F/23/15 Public question time in respect of items included in this agenda**

None received.

**TH&F/23/16 To approve minutes of the meeting held on the 8<sup>th</sup> March 2023**

The Minutes were approved and signed as a correct record. It was noted that further consideration needs to be given to the Flagpole on the front of the Town Hall. This will be added to the next agenda.

**TH&F/23/17 To receive Income & Expenditure Report**

The report was noted.

**TH&F/23/18 To note TH&F Project Status Report**

Cllr D'Arcy had circulated the report for information. Following discussion it was agreed that there were a few points to note;

- Town Hall signage quotes will be considered by the W/Group to recommend the preferred supplier to the Committee
- Estates Officer is seeking quotes for Mayoral Chair repairs
- The Mayoral Frames need to be progressed
- The Water Refill Point needs to be progressed
- The Kitchen refurbishment W/Group needs to meet as soon as possible
- A further meeting with Ian Maslin will take place shortly to discuss back stage improvements

**TH&F/23/19 To consider free use of room by Citizens Advice Bureau when attending the Food Bank**

It was agreed that the Town Clerk will suggest the Citizens Advice Bureau make a grant application up to £200 to offset room hire.

**TH&F/23/20 To consider approve Terms of Reference for the Gallery Review W/Group**

The Community & Town Promotion Committee approved the draft ToR on the 13<sup>th</sup> April and requested a further point – 3.13 To consider transition from current bookings to future arrangements & implementation at its earliest opportunity if agreed.

The Terms of Reference were approved with the final addition as proposed by C&TP. It was also noted that the Gallery Review W/Group proposed a price increase to £150 (inc VAT) per three-week period from the 1<sup>st</sup> May 2023 and that the price would be subject to an annual review.

**TH&F/23/21 To consider proposal from the Gallery Review W/Group to redecorate the Gallery**

Committee members requested a proposal as a report to the next TH&F meeting, detailing likely budget.

**TH&F/23/22 To consider closure of St Aldhelm's toilets over winter time**

It was agreed that the toilets would be closed after the Bonfire event in November and would re-open for the first half term in February the following year.

**TH&F/23/23 To consider skip placement by Public Toilets by Cross Hayes Lane resident**

It was agreed that the resident could use the space for a skip.

Meeting closed at 7.32pm