

## Malmesbury Town Council

Minutes of the **Town Hall and Facilities Committee Meeting**  
Held in Malmesbury Town Hall on **Wednesday 20<sup>th</sup> September 2023** at 7pm.

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**Present:** Councillors R Hastings, P Exton, S James, S D'Arcy, G Grant & R Sanderson

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

**TH&F/23/42 To receive declarations of interest**

None received.

**TH&F/23/43 To receive apologies**

Apologies received from Cllrs L Crawford-Price & Slade

**TH&F/23/44 Public question time in respect of items included in this agenda**

None received.

**TH&F/23/45 To approve minutes of the meeting held on the 12<sup>th</sup> July 2023**

The Minutes were approved and signed as a correct record.

**TH&F/23/46 To receive Income & Expenditure Report**

The report was noted. The Clerk was asked to check the Cinema expenditure code as this seemed high and also the Town Hall Improvements code.

**TH&F/23/47 To note TH&F Project Status Report**

The Estates Officer had prepared the report, it was agreed that the following would be included as part of general Town Hall maintenance;

- The sanding and re-lacquering of the Malting Hall and Hobbes Room
- Resolves damp issue at top of Assembly Room fire-escape and re-decorate
- General re-decoration of the Town Hall (areas not completed recently)
- Quotes for contactless flushing would have a two week deadline to progress the work

**TH&F/23/48 To review Haze Machine usage and explore implementing a system to ensure usage is compliant with Town Hall fire alarm system and fire safety protocol**

It was agreed that the Town Clerk would investigate any insurance implications and that the appointed person from the Hiring Organisation would be fully trained. The Hirers Agreement will contain an additional sentence/signature stating that they deactivated and activated the fire alarm.

**TH&F/23/49 To consider siting of Litter Picking Station by Sustainability by Dyson**

Members were delighted that Sustainability by Dyson are keen to help with litter picking but concerns were expressed about the security of a permanently sited station. The Clerk was asked to make contact, suggesting that they approach the Riverside to use equipment stored there.

**TH&F/23/50 To note the initial findings of an investigation into the HEALS sub-basement**

The initial works were noted and the Clerk will update as progress is made.

Meeting closed at 7.52pm