

## Malmesbury Town Council

Minutes of the **Town Hall and Facilities Committee Meeting**  
Held in Malmesbury Town Hall on **Wednesday 21<sup>st</sup> June 2023** at 7pm.

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

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

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

None received.

**TH&F/23/24 To receive apologies**

Apologies received from Cllr P Smith

**TH&F/23/25 Public question time in respect of items included in this agenda**

None received.

**TH&F/23/26 To approve minutes of the meeting held on the 19<sup>th</sup> April 2023**

The Minutes were approved and signed as a correct record.

**TH&F/23/27 To receive Income & Expenditure Report**

The report was noted. Cllr Exton stated that it was unacceptable that the finance report for 2023/24 was unavailable at this stage. The Town Clerk will forward the first quarter report when it is available.

**TH&F/23/28 To note TH&F Project Status Report**

Cllr D'Arcy had circulated the report for information. Following discussion the following was noted;

- A meeting will be convened of the Town Hall Signage W/Group, Gallery Review W/Group and the electrician as soon as possible.
- Sound muffling will be required for the blinds and it was agreed that Lucy Tom is appointed as the preferred supplier
- A secure box should be made up to house the controls for the retractable seating.
- The Town Clerk will call Ian Maslin for progress on new drawings
- Cllr Grant will draft a letter to be sent to stakeholders that might assist with CCTV funding
- The Deputy Town Clerk will contact all Cllrs shortly with their new email addresses and passwords.

**TH&F/23/29 To consider recommendation form Gallery Review Working Group (report Cllr F Smith)**

It was agreed that the Town Clerk will arrange a meeting with the Town Hall Signage W/Group, Gallery Review W/Group and the electrician to finalise options on lighting and signage to ensure accurate quotes can be prepared.

It was also agreed that the Committee will request that a presentation is made to them in future to determine final proposals

**TH&F/23/30 To appoint representative on the Safer Nights Charter**

It was resolved that Cllr Hastings be the appointed representative to this initiative.

**TH&F/23/31 To consider report on Flagpole siting (CM)**

The Town Clerk reported that an alternative solution had been put forward by the manufacturer. It was resolved to accept the new proposal although it was in the region of £400 more expensive, it provided a more secure and easier to manage flagpole.

**TH&F/23/32 To consider refurbishment of Noticeboard at Station Yard to include 'Welcome to Malmesbury' board from the Town Team on reverse of one of the boards.**

It was agreed that the Town Team could put a Malmesbury board on the reverse of the Noticeboard at the Station Yard and that delegated authority to refurbish the Noticeboard was given to the Town Clerk.

Meeting closed at 7.43pm