

Malmesbury Town Council

Minutes of the **Town Hall and Facilities Committee Meeting**
Held in Malmesbury Town Hall on **Wednesday 8th March 2023** at 7pm.

Present: Councillors G Grant, C Doody, P Smith, P Exton & R Sanderson

Also present: Claire Mann (Town Clerk)

TH&F/23/01 To receive declarations of interest

None received.

TH&F/23/02 To receive apologies

Apologies received from Cllrs S D'Arcy & W Jones

TH&F/23/03 Public question time in respect of items included in this agenda

None received.

TH&F/23/04 To approve minutes of the meeting held on the 26th January 2023

The Minutes were approved and signed as a correct record. It was noted that the Open Spaces working group needs to meet as soon as possible for signage at Parks to be agreed. The Town Clerk will contact the Scouts leader again to site the bicycle rack.

TH&F/23/05 To receive Income & Expenditure Report

The report was noted.

TH&F/23/06 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;

- Roman Blinds are preferred in the Old School room
- Working Group for kitchen should meet as soon as possible
- The Mayoral Frames need to be progressed
- The Water Refill Point needs to be progressed
- The CCTV Working Group needs to meet as soon as possible
- The Open Spaces Working Group should be split into two strands, general open spaces (parks, play areas etc) and town centre grouping of sites (Cloister gardens, birdcage Walk, Market lane, Market Cross etc) This will be discussed at P&R when the Terms of Reference for the Working group are to be approved.

TH&F/23/07 To review Room Hire fees

Minor increases were made and other fees levelled out in accordance with room size. The new fees will come into effect on the 1st April 2023.

TH&F/23/08 To consider way forward with Wild Flower and Tree Planting on Wiltshire Council owned land

It was agreed that this activity will come under the remit of the Open Spaces Working Group, Cllr Grant noted that this is an additional reason why the group should separate out into two strands as there is going to be a greater work load going forwards.

TH&F/23/09 To adopt Working Group Terms of Reference for John Bowen Gallery Review and clarify TH&F Councillor membership

Draft Terms of Reference had been circulated prior to the meeting but it was also noted that the working group had met earlier in the week. Membership was agreed at Cllrs Doody, P Smith, Power and Vandelli and that Cllrs Sanderson & Hastings would be invited also. Karen & David Drake are also members.

It was agreed that the working group will prepare a Mission Statement for the purpose of the John Bowen Gallery. The booking form, terms and conditions and hire fees/commission will all also be reviewed.

TH&F/23/10 To consider siting of new flag pole

It was agreed to purchase the pole and that the expenditure would come from 4132 (Town Hall Improvements) Siting will be dependent upon accessibility to change the flag as it is likely to be more frequent than the Union Flag on the roof of the Town Hall.

TH&F/23/11 To approve Working Group proposal for Town Hall Signage and to invite quotations for supply

Cllr D'Arcy had circulated a report detailing the signage that is required. It was resolved to accept the proposals and to allocate a budget up to £3k.

TH&F/23/12 To receive update on CCTV funding and determine next actions for progressing this project

It was agreed that the Working Group would meet as soon as possible to determine action to be taken.

Meeting closed at 8.10pm