

Malmesbury Town Council

Minutes of the Town Hall & Facilities Committee Meeting held on Wednesday 27th January 2021 commencing at 7.00pm via zoom.

Present: Councillors S D'Arcy (Vice-Chair), C Doody, P Exton, L G Grant (Chair), P Smith, F Vandelli

G Davie (Minutes), R Spencer Williams (Town Clerk), P Roach (Estates Officer)

1. **Declarations of Interest:** There were no declarations of interest.
2. **Apologies for Absence:** Cllrs J Exton, W Jones
3. **Public Question Time:** There were no public questions.
4. **To receive and adopt the minutes of the Town Hall & Facilities Committee meeting held on 11th November 2020.**

Resolved that the minutes of the Town Hall & Facilities Committee meeting held on the 11th November 2020 were a true and accurate record of the meeting and should be received and adopted.

Proposed Cllr Grant

Seconded Cllr Smith

5. **To receive a quarterly finance report for the Town Hall & Facilities (Report No 1, Town Clerk)**

The Town Clerk explained the income and expense figures including grants received.

The Town Clerk's report was noted.

6. **To receive a report on the Cemetery Lodge (Report No 2, Town Clerk)**

The Town Clerk went through the report, confirming the keys to the lodge had been given to the letting agent who will start to market the property once photographs have been taken at the end of the week. In considering the costs it was noted that the original estimate was on target, it was the additional work required once the repairs had begun that contributed to the total cost. As a result of this work the target rent figure has increased.

The Town Clerk pointed out that it may be necessary to survey the roof at some stage to determine when/if it needs attention and it was agreed that this would be for the new committee to review after May 2021.

The Town Clerk's report was noted.

7. **To receive a report on the damage to Cross Hayes Toilets, St Aldhelm's Toilet and the Chapel in December (Report No 3, Town Clerk)**

The Town Clerk explained what had happened and the actions that have been taken. For now, St Aldhelm's toilet will remain closed until repairs can be done and the

lighter evenings come. The opening hours for the Cross Hayes toilets have been reduced. Redesign of St Aldhelm's toilet was discussed and it was agreed that should be a new project for the committee in the new democratic year 2021/22 and should be an agenda item for the first meeting.

Action: the Town Clerk was asked to arrange an announcement/publicity with some of the images of the vandalism, so the residents are made aware of what is happening and the cost involved

The Town Clerk's report was noted.

8. To restate the start date of the agreement with Malmesbury Live Arts due to the impact of Covid 19 Government Lockdown restrictions on the scope of operations at the Town Hall in 2020/21

The Town Clerk explained the commitment made with Malmesbury Live Arts had been on hold due to Covid and there was little time left for it to run.

Resolved: to restate the commitment to an eighteen-month agreement with Malmesbury Live Arts in principle with a view to it taking effect when the Town Hall is back up and running and able to host events.

Proposed: Cllr Grant

Seconded: Cllr P Exton

9. To receive a verbal update from the Cloister Gardens Working Group (Cllr Smith)

Cllr Smith reported that the ivy and the roof will be removed next week. It will be possible then to assess the wall. He had met with the Carnival Chair to discuss a risk assessment for the Cloister Gardens and the issue of electrical supply in that area was raised.

Resolved: to commission an electrical survey within the Cloister Gardens at a cost of £18

Proposed: Cllr Smith

Seconded: Cllr Grant

10. To receive a verbal update from the Open Spaces Working Group

In Cllr Jones' absence Cllr Grant reported that discussions had taken place with the Friends of Filands and with a resident who is interested in setting up Friends of the Mead. Both groups would act as helpers, advisors and supporters of open spaces in the town. It is hoped other residents' groups could be revitalised. A small but positive start has been made. A further meeting will take place next month.

11. To receive a verbal update from the Town Hall Working Group (Cllr D'Arcy)

Cllr D'Arcy reported that all procedures were in place for the end of Lockdown 3. Bar operations had now been documented. The Working Group would cease working now until this Committee needs it to do further work.

12. To exclude the press and public for items 13-14 on the grounds of commercial sensitivity

Proposed: Cllr Grant

Seconded: Cllr Smith

13. To consider the commission of a consultant to investigate and report on the ventilation and heating arrangements in the Assembly Room (Report No 4, Town Clerk)

The Town Clerk explained the background to the issues with ventilation in the Assembly Room. He explained it had been hard to find anyone who could assess and provide solutions. A question was raised over how other Town Halls dealt with this issue.

Action: the Town Clerk will contact other Town Halls such as Calne, Chippenham and Marlborough to see if they have experience of similar ventilation problems

Resolved: to commission a full assessment with a formal specification covering the outcomes to be achieved to make the hall safe and usable for the cinema and other events, taking account of listed building regulations and providing a range of costed options to be considered. This is estimated to cost in the region of £400.

Proposed: Cllr Grant

Seconded: Cllr Doody

14. To consider the replacement of the blinds in the Hobbes Parlour and Malting Hall (Report No 5, Town Clerk)

The Estates Officer explained the blinds needed replacing and the costs in the Town Clerk's report are only indicative as it will depend on the material chosen. A question was raised over the decorative state of the rooms and the Facilities Officer explained that the dormers would need to be replastered following the recent leak before decoration could be completed. Remedial work has sorted out the ingress of water and the Town Hall maintenance budget should cover the redecoration. However, the Town Clerk confirmed that the costs for replacing the blinds were not within the budget.

Resolved: to ask P&R for £4k for the replacement of the blinds (taking account of the work that needs to be done) to cover the cost of bringing these rooms up to the standard in the rest of the Town Hall

Proposed: Cllr Grant

Seconded: Cllr Vandelli

Meeting closed at 8.09pm