

TH&F AGENDA ITEM 5: RE-OPENING THE TOWN HALL

1. Working Group Progress

1.1 Town Hall Cinema

Working group meetings, including some with Movies@Malmesbury representatives, have addressed the risks, mitigating actions and operating procedures for opening the Cinema in the Town Hall from 1 September 2020, in accordance with government Covid-19 guidelines.

This work has been recorded in two documents:

- (i) M@M Risk Assessment (Version RA 2020c)
- (ii) Town Hall Cinema Operating Guidelines (Version 1c)

Based on adherence to these documents, the working group recommends that the Town Hall Cinema can open on 1 September.

1.2 Bar Operation

The working group have identified three distinct variations for bar operation in the Town Hall.

- a) Alcohol provided free by the organisers of an event.
- b) Alcohol sales from a bar operated by the organisers of an event.
- c) Alcohol sales from a bar operated by Town Hall staff.

Two actions have been identified to support the transition to future bar operation

Action 1: Devise a set of procedures for safe bar operation by Town Hall staff (Case c). It was noted that these procedures would form the basis for bar operating requirements for event organisers in Cases a & b.

Action 2: Construct a business plan for the Town Hall bar to consider:

- *Town Hall costs associated with the Bar, including the option of acquiring a bar manager*
- *Volume of trade required to cover these costs and to achieve a level of profit*
- *Service offerings that may be necessary to increase trade levels*
- *Pricing and booking options for events that would safeguard Town Hall finances, but also support local community groups and charities that may rely on bar profit for fundraising*

2. Proposal

- A. That the committee adopt the recommendation of the Town Hall working group to allow Cinema operation from 1 September
- B. That the committee discuss the scope of action 2 above (bar operation business case) to provide guidance for the working group.

Steve D'Arcy

4 August 2020