

**Malmesbury Town Council**  
**Town Hall and Facilities Committee meeting 6.11.19**  
**Report No.2**

**Town Hall Report**

**I. New curtains in the Bar, Assembly Room, Stage, and Wesleyan Hall.**

The curtains for the bar have been ordered, and includes pelmet and fitting. The bar chairs are also on order.<sup>i</sup>

**II. Premises Licence and Designated Premises supervisor**

The Town Clerk has completed his Personal Licence Training and application to be the designated premises supervisor. DPS Training is scheduled for the 8.11.19 with cinema volunteers, and 21.11.19. This will delegate authority for these individuals to oversee the sale alcohol at the Town Hall. There is also some further work needed to improve the way the bar is operated e.g. signage etc. The booking form also needs reviewing to support the practices surrounding the bar facility and this work is scheduled for the 6.11.19 (Town Clerk, Town hall administrator).<sup>ii</sup>

**III. Asbestos Survey and Removal**

There is now an update date Asbestos Management Survey as required by law. As part of the toilet refurbishment, asbestos was removed from the soffits of the flat roof on the 15.10.19. The cost of this was £4080 (including a statutory £395 analytical cost).<sup>iii</sup>

**IV. Toilet Refurbishment**

The toilet refurbishment is set to start on the 4.11.19. The Vale Action grants will cover the actual toilet refurbishment costs of £26776. There will be consequential work to make good the roof and the Town Clerk should be in a position to verbally update on this cost at the Committee meeting (there is a site meeting on the 30.10.19 with Hi Tec and the building subcontractor).

There has been one resident objection, and a request to keep the evening closing time of the toilets to 7pm; for concerns of possible anti-social behaviour.

Richard Spencer- Williams – Town Clerk

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**Legal Implication**

<sup>i</sup> Financial Regulation 12.5.

<sup>ii</sup> Weights and measures Act 1985, Licencing Act 2003

<sup>iii</sup> Control of Asbestos Regulation 2012