

## **Malmesbury Town Council**

Minutes of the Extraordinary Town Hall & Facilities Committee Meeting held on Wednesday 5th August 2020 commencing at 6.30pm via zoom

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

G Davie (Minutes), R Spencer Williams (Town Clerk)

- 1. Declarations of Interest:** There were no declarations of interest
- 2. Apologies for Absence:** Cllrs Jones, Vandelli
- 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 15th July 2020**

**Resolved** that the minutes of the Town Hall & Facilities Committee meeting held on the 15th July 2020 were a true and accurate record of the meeting and should be received and adopted

**Proposed:** Cllr Grant

**Seconded:** Cllr P Exton

- 5. To consider the Town Hall Working Group's recommendations for the re-opening of the Cinema (Report No1, Cllr S D'Arcy)**

Cllr D'Arcy presented the work which had been completed on the risk assessment and the set of operating procedures. The latter had been used to produce training material for the cinema volunteers.

The only update to the Risk Assessment since the last meeting had been to comply with the Government requirements for masks to be worn in cinemas. A box of face masks would now be available in case anyone turned up without a mask. The large sign at the bottom of the stairs would indicate the route to the cinema and also that masks should be worn.

In considering the operating plan questions were raised over cleaning between screenings on the same day. The Town Clerk and Town Hall Administrator will address this.

**Resolved:** To approve the re-opening of the Cinema from September 1<sup>st</sup> based on the risk assessment and operating guidelines, both to be used as training material for volunteers.

**Proposed and Seconded:** By the Working Group

The second part of Cllr D'Arcy's report considered bar operations. There will be a meeting of the Town Hall Group on August 6<sup>th</sup> to consider how the bar might operate.

Action: To devise a set of procedures for safe bar operation by Town Hall staff. These procedures would form the basis for bar operating requirements for any other event organisers.

The Committee is content for work to be undertaken to devise these procedures

Discussion then followed on the variety of bar operations that can take place within the Town Hall

**Resolved:** To 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

**Proposed:** Town Hall Working Group

**Seconded:** Cllr Grant

Thanks were given to the Working Group for their current and future work

**6. To receive recommendations from the Cloister Gardens Working Group and consider the scope of use at the Cloister Gardens within Covid 19 Guidelines (Report No 2 Town Clerk)**

Cllr Smith reported that the Cloister Gardens were underutilised and that the Working Group had carefully considered other potential uses including a picnic area, busking, additional space for the Old Bell and the Abbey Café or Zumba classes. There were some Health and Safety issues with the harbour, but the group's plan was to decide how to create recreational space in the centre of town and how to maximise its use.

**7. To consider the use of open spaces for hire for organised exercise classes within Government Covid 19 Guidelines (Report No 2 Town Clerk)**

Consideration was given to the immediate question of hiring out the Cloister Gardens on an hourly basis e.g. for zumba classes. This is in response to a request because of the inability to run such classes indoors at the moment. In considering hiring out the Gardens the Council would be looking for assurance the class met government guidelines and regulations and a risk assessment would be required. Questions were raised about what impact hiring out this space would have on the

Town Hall staff and over other classes which are held in other public spaces at no cost.

**Resolved:** To go ahead and allow the hire of Cloister Gardens on the same basis as hiring space in the Town Hall. Hirers need to provide a risk assessment and the Committee reserves the right to remove a hirer if it is not satisfied that the activities are appropriate to the space. No more than 1 or 2 activities are to be booked on the same day. Town Hall staff are asked to regulate all activities

**Proposed:** Cllr Smith                      **Seconded:** Cllr Grant

Cllr D’Arcy suggested building a template for a risk assessment which could be used by hirers, possibly using the Movies@Malmesbury risk assessment as an example.

Significant discussion followed on the feasibility of busking in Malmesbury with opposing views expressed on likely crowd behaviour as a result. All agreed it was best to stay on the side of caution to keep people safe.

Finally, thanks were given to all working groups and the staff for their actions during this difficult time

Meeting closed at 8.13pm

Next meeting Wednesday September 9th, 2020 at 7pm