

Malmesbury Town Council

Minutes of the **Town Hall & Facilities Committee Meeting**
Held in Malmesbury Town Hall on **Wednesday 16th June 2021** at 7.00pm.

PRESENT: Councillors: G Davies (Vice-Chair), P Exton, L G Grant (Chair),

ALSO PRESENT: Claire Mann (Acting Town Clerk), Gill Davie (Minutes)
Cllr D’Arcy

TH&F/21/03 To receive declarations of interest: There were no declarations of interest.

TH&F/21/04 To receive apologies: Cllrs Doody, J M Exton, W Jones, F Smith, F Vandelli

TH&F/21/05 Public Question Time in respect of items included in the Agenda: There were no public questions.

TH&F/21/06 To approve Minutes of the meetings held on January 27th, March 10th & May 20th 2021.

Resolved: that the minutes of the Town Hall & Facilities Committee meetings held on January 27th, March 10th and May 20th 2021 were true and accurate records of the meetings and should be received and adopted.

TH&F/21/07 To note Income & Expenditure Report

The Acting Town Clerk pointed out items of note including the Lodge income which has now been added to the accounts.

Resolved: to request that P&R transfers £3636 to cover the decorating costs

Proposed: Cllr Grant

Seconded: Cllr P Exton

The Income & Expenditure report was noted.

TH&F/21/08 To consider quotes for flooring work (report PR)

The Estates Officer explained all the 4 quotes recently received, covering costings and company profiles, highlighting only one company had come within budget, only 2 companies were specialists in this type of work and two companies were not registered for VAT.

Resolved: to seek clarification that Company A can cover the work required on the stairs by seeking reference sites which the Estates Officer should visit if not too far away. Written confirmation should be obtained from Company A that all the work will be undertaken for the costs specified before proceeding with the work.

Proposed: Cllr Grant

Seconded: Cllr G Davies

TH&F/21/09 To consider purchase of Noticeboard for entrance to Griffin Alley and determine which budget this should come from if agreed (report CM)

The Acting Town Clerk reported that the noticeboard would be used to promote Explore Malmesbury and events happening in the town. A quote for the noticeboard, the same size as the current noticeboard, had been received at £1400.

Resolved: to purchase a new noticeboard at a cost of £1400, the monies to come from cost code 4101

Proposed: Cllr Grant

Seconded: Cllr P Exton

TH&F/21/10 To consider options for Mayoral photos in the Malting Hall.

All agreed that as the Malting Hall was used for other events such as weddings it was not appropriate to return the photos to the Hall but instead to display them in a more public area such as the corridor outside the Malting Hall.

Action: The Acting Town Clerk to investigate a suitable system of framing the photos by talking to other Councils, particularly Salisbury and to report back to the next meeting with an approach which would accommodate existing and future mayoral photographs

TH&F/21/11 To consider decoration of & purchase of replacement chairs in the Old School Room (x60)

Concerns were expressed about the state of the chairs, accepting they are not up to standard and will probably need replacing given the likely future use of the Old School Room.

Action: the Estates Officer to report on the potential redecoration of the Old School Room with costs, including proposals for the chairs and the possibility of using the chairs from upstairs

TH&F/21/12 To consider prioritisation of hirers in the event that rooms are unavailable due to Covid restrictions/refurbishment work (report CM)

The Acting Town Clerk explained the issue had arisen because some regular hirers now needed larger rooms to meet Covid restrictions. All agreed that hirers who had been booking for the longest time should be given priority whatever rate they paid and then it should be on a "first come first served" basis. Regular hirers should be given maximum notice of any potential problems wherever possible.

TH&F/21/13 To note recommendation from C&TP and agree locations for planters in the High Street (report CM)

The recommendation from C&TP was discussed along with other potential locations for the planters.

Action: The Acting Town Clerk to contact Highways for progress on the issue of "white vans" etc using Webbs Way and Snell Ave as a shortcut, as planters could be located there. Cllr Grant to be copied in on the correspondence.

Action: To request that the High Street team and the Open Spaces Working Group come together urgently to consider where the planters can be located. The Mayor and Cllr W Jones are asked to progress this quickly.

TH&F/21/14 To consider the use of the Old School Room by Police on occasional evenings (report CM)

This was raised at the recent meeting of the Community Safety Forum. The requirement is for a desk, socket and use of a toilet. The issue of concern is if the caretaker would need to come in purely when they use the building.

Action: the Acting Town Clerk to write to Chair of Heals Trustees to explore if the Police using the office is acceptable to them. The Acting Town Clerk to explore with the Police to determine how many evenings a week they are proposing to use the office. Also, to contact the insurers to ensure the use of a keypad on the external door is acceptable to them and to report back once the information is available.

TH&F/21/15 To consider Carnival use of rooms at Community Rate for rehearsals (report CM)

This should be covered by the existing policy – the Carnival to have 4 free bookings and the rest to be charged at Community Rate. Rehearsals would then be charged at Community Rate.

Action: the Acting Town Clerk to write to the Chair of the Carnival Committee clarifying the current policy of 4 free events and then the Community Rate applies

TH&F/21/16 To consider the request from the Rise Trust (Mayor's charity) to use Town Hall facilities

The Rise Trust are looking for a safe private space to deliver their Baby & Me course. This is a 20-week course, and it is proposed to hold this in the Old School Room. They also want to run their Chat & Chill programme in Newton Grove. The Acting Town Clerk has given them permission to do the latter provided they do not take up too much space and they have the right insurance in place. The actions of the Acting Town Clerk were noted, and she was thanked for doing this while clarification was sought.

After discussion it was agreed current policy could not be changed on room hire costs. Instead, an annual grant application for £200 would be welcomed to help the Rise Trust offset the room hire costs and this committee would endorse any such application being made to P&R at their next meeting. It is to be hoped that activities by the Mayor's charity or the possibility of a benefactor being found will cover the remaining costs.

TH&F/21/17 To consider in principle the location of a Community Fridge in the Town Hall

Cllr Grant explained that this would be for vulnerable people short of food. Some funding is in place for this.

Action: Cllr D'Arcy to join the working group exploring the feasibility of the provision of a Community Fridge and to report back with recommendations on whether it could be sited in the Town Hall

TH&F/21/18 To consider commercial use of parks and other open spaces.

The difficulties involved in managing this were discussed.

Action: the Acting Town Clerk to explore with other Councils their policies covering this area, along with pricing structure if appropriate and any damage issues to understand how, if at all, they enforce regulations or charges

TH&F/21/19 To confirm expenditure of £6866.98 for repair to Zip Wire at White Lion Park & Roundabout at St Aldhelm's Mead

Playdale have produced a report on both.

Action: the Acting Town Clerk to forward the Playdale report (including the quotation for the repairs) to P&R, explaining the equipment needs to be replaced and asking for funds from reserves to cover the £6866.98 cost of repair. A schedule for routine maintenance of the equipment should also be considered.

TH&F/21/20 To exclude the press & public on the grounds of commercial sensitivity.

Resolved: To exclude the press & public on the grounds of commercial sensitivity

Proposed: Cllr Grant

Seconded: Cllr G Davies

TH&F/21/21 To consider quote for secure doors at Cemetery & St Aldhelm's Mead Toilets

This was difficult to consider as no one on this committee was involved in requesting the quotes.

Action: to send this item to P&R where committee members may have a better understanding of the need, requesting a report on the quote is written by a committee member involved in setting the original brief.

Meeting closed at 8.21pm