

Malmesbury Town Council

Minutes of the Town Hall & Facilities Committee Meeting held on Wednesday 10th March 2021 commencing at 7.00pm via zoom.

Present: Councillors S D'Arcy (Vice-Chair), P Exton, L G Grant (Chair), W Jones, P Smith

G Davie (Minutes), C Mann (Acting Town Clerk), P Roach (Estates Officer)

1. **Declarations of Interest:** There were no declarations of interest.
2. **Apologies for Absence:** Cllrs C Doody, J Exton, F 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 27th January 2021.**

Resolved: that the minutes of the Town Hall & Facilities Committee meeting held on the 27th January 2021 were a true and accurate record of the meeting and should be received and adopted.

Proposed Cllr Grant

Seconded Cllr P Exton

5. To note the Income and Expenditure report

It was agreed that the figures reflected the situation since the start of the financial year and were a good set of results given the circumstances.

The Income and Expenditure report was noted.

6. To consider the need for repair and refurbishment of the Town Hall flooring and stairs (report CM)

At a previous Committee meeting the condition of the stairs had been raised. The Estates Officer had investigated this and confirmed the stairs and flooring throughout the building were solid wood and therefore could be sanded and lacquered. Specialist firms had been asked to quote. So far one quote had been received and he is awaiting another. All agreed this was an ideal opportunity to undertake this before the Town Hall is fully reopened.

Action: the Estates Officer to ensure a guarantee is obtained for the work and that the thickness of lacquer used is adequate to protect the floor.

Resolved: Provided the cost does not exceed £10-12k, the Estates Officer to report to P&R Committee to request the appropriate funds to undertake refurbishment of the floors throughout the building

Proposed: Cllr Grant

Seconded: Cllr Jones

7. To receive a report from the Cloister Garden Working Party (Cllr Smith)

Cllr Smith raised three points for discussion: - the purchase of additional picnic tables, securing the area around the shed and the gate in the wall and clearance of the bank. After discussion it was agreed that the issues of fencing and clearing the bank should be within the remit of the Open Spaces Working Group, where the long-term aims could also be considered and built into any potential grant applications, along with the possible formation of the Friends of Cloister Gardens.

Thanks and appreciation were given to the Working Party and Cllr Smith in particular. The Cloister Gardens had been transformed and were now looking smart and neat.

Action: the Acting Town Clerk was asked to check whether there is any money outstanding from the original P&R grant.

Resolved: the Acting Town Clerk to purchase 4 picnic tables having ensured the owner is happy for them to be sited in the Cloister Gardens.

Proposed: Cllr Jones

Seconded: Cllr P Exton

8. To determine the work that is required at the toilet at St Aldhelm's Mead play area (report CM)

The Acting Town Clerk asked for guidance over the level of repair required at the toilet, i.e. just providing a basic repair or redesigning the toilet along the lines of those in Cross Hayes.

All agreed the toilets needed to open asap as restrictions would be lifted very soon. Therefore, a quick fix should be done now, and the contractor should be asked for advice on what needs to be done to make them vandal proof.

Resolved: basic repairs to happen as quickly as possible, with the door opening outwards. A quotation for independent CCTV to be obtained quickly along with advice from the contractor working on the cemetery toilet.

Proposed: Cllr Grant

Seconded: Cllr Jones

As this was the last meeting before elections take place, Cllr Grant thanked all the Cllrs and staff involved in the management of the Town Hall and other facilities over what had been a challenging 12 months. He made special reference to Cllr D'Arcy for his work on the Town Hall reopening project.

Meeting closed at 8.12pm