

Malmesbury Town Council

Minutes of the Town Hall & Facilities Committee Meeting held in Malmesbury Town Hall on Wednesday 10th November 2021 at 7.00pm

Present: Councillors S D'Arcy, C Doody, P Exton, L G Grant (Chair), W Jones, P Smith, F Vandelli

G Davie (Minutes), C Mann (Town Clerk)

TH&F/21/44 Declarations of Interest: There were no declarations of interest.

TH&F/21/45 Apologies for Absence: Cllr G Davies

TH&F/21/46 Public Question Time: There were no public questions.

TH&F/21/47 To approve the minutes of the Town Hall & Facilities Committee meeting held on 8th September 2021.

Action: the Town Clerk was asked to investigate with the water company a suitable alternative site somewhere in the centre of town for the water refill point.

The minutes were approved and signed as a correct record

TH&F/21/48 To note the Income and Expenditure report

The Town Clerk highlighted a number of items.

Action: the Town Clerk will send a breakdown of the Town Hall Consumables expenditure to all

The Income and Expenditure report was noted.

TH&F/21/49 To consider Budget requirements for 2022/3

The Committee reviewed each line of income and expenditure for 2021/2 to produce a draft budget for 2022/3, giving an expenditure total of £21.5k against an income of £71.2k.

The draft budget was agreed

TH&F/21/50 To consider the purchase of a water colour painting of the stained-glass windows in the Assembly Room at £800 (report CM)

After discussion, the Committee were minded to decline this offer unless further investigation by Cllr D'Arcy revealed any pertinent information.

TH&F/21/51 To consider trial storage of 2xTable Tennis Tables in OSR for two months

All agreed this would be an opportunity to assess the interest in the town, but it was felt two months was too short a time to do this. It was also raised that any inconvenience caused by the tables being in the OSR should also be tracked and if it proved unworkable, they would be asked to remove the tables

Agreed: to help facilitate the creation of a Table Tennis Club in the town by storing the tables until Easter. However, if the tables cause issues in the use of the OSR then they will be asked to remove them.

TH&F/21/52 To consider the operation of the Bar by outside groups and pricing structure (Report Cllr D’Arcy)

Cllr D’Arcy provided a progress update, explaining the three types of operation covered in his report. Discussion followed on the points raised and on the bond/hire charges in relation to breakages. Discussion also took place around the profit margin for charitable events to ensure MTC costs are covered.

Agreed: to return to the issue of crockery at a subsequent meeting

Resolved: to approve the purchase of new bar stock and glasses where appropriate, to approve the procedures as set out in the Appendix to Cllr D’Arcy’s report, to approve the separate groups as set out in the report with the revised profit margin split of 75% to any charitable group and 25% to the Town Hall

Proposed: Cllr D’Arcy

Seconded: Cllr Vandelli

TH&F/21/53 To exclude press & public for remainder of meeting for commercial sensitivity reasons

Resolved: to exclude press & public for remainder of meeting for commercial sensitivity reasons

Proposed: Cllr Grant

Seconded: Cllr P Exton

TH&F/21/54 To consider the quote for doors at the Cemetery & St Aldhelm’s Mead

This is for automatic locking, outward operating, steel frame doors, one for the Cemetery and two for St Aldhelm’s Mead, along with toilet refurbishment. A saving on cleaning costs is estimated in accepting this quote

Resolved: to accept the quote

Proposed: Cllr W Jones

Seconded: Cllr Grant

Action: the Town Clerk to put approval of this cost on the next agenda for P&R Committee

TH&F/21/55 To consider the quote for Security cameras at St Aldhelm's Mead

This is for the provision of two cameras replicating the system used in the Cemetery.

Resolved: to accept the quote along with highly visible signs stating CCTV is in operation

Proposed: Cllr W Jones

Seconded: Cllr Grant

TH&F/21/56 To consider quotes for fluorescent lighting replacements

Agreed: to accept the recommendations for LED replacements, which should also cover the kitchen, hall and office. The Town Clerk to approve any excess cost providing it is for like for like replacement, with ease of replenishment and the lighting being environmentally friendly

Meeting closed at 8.35pm