

Malmesbury Town Council

Minutes of the Town Hall & Facilities Committee Meeting held in Malmesbury Town Hall on Wednesday 9th March 2022 at 7.00pm

Present: Councillors S D’Arcy, C Doody, P Exton, L G Grant (Chair), P Smith

Also present: G Davie (Minutes), C Mann (Town Clerk)

TH&F/22/12 Declarations of Interest: There were no declarations of interest.

TH&F/22/13 Apologies for Absence: Cllrs W Jones, F Vandelli

TH&F/22/14 Public Question Time: There were no public questions.

TH&F/22/15 To approve the minutes of the Town Hall & Facilities Committee meeting held on 26th January 2022.

The minutes were approved and signed as a correct record

TH&F/22/16 To note the Income and Expenditure report

A review of the figures shows that year to date net figures are ahead of projections

The Income and Expenditure report was noted.

TH&F/22/17 To review previous Covid recommendations (to include face covering requirements, room hire capacity, use of sanitisers etc)

The last decisions on Covid recommendations were taken in July last year when it was agreed to follow Government guidance. As this has now been removed it is timely to consider what recommendations need to be in place

Resolved: to follow Government health guidance and revert to the pre-pandemic guidelines which were in place in the Town Hall, accepting that hirers may apply a more stringent approach following their own risk assessment. Hand sanitiser will continue to be provided

Proposed: Cllr Grant

Seconded: Cllr Exton

TH&F/22/18 To consider Assembly Room upgrades and improvements (report Cllr D’Arcy)

Cllr D’Arcy’s report looked at three areas – ventilation, seating and access to the stage.

Resolved: to allocate a budget of £4.5k for the installation of a new fan in the Assembly Room. The money to come from cost centre 4640

Proposed: Cllr D’Arcy

Seconded: Cllr Grant

Agreed: to inform P&R of the likely investment needed (£45K) for the purchase of retractable, raked seating should the structural survey indicate that such seating can be successfully installed

Agreed: to move to the next stage of reviewing access to the stage by checking the original plans to ensure they are still legally compliant. An assessment of the costs involved needs to be produced and the Town Clerk will review this to see if suitable funds exist this year to support this project

TH&F/22/19 To consider Water Refill quotes/sites (report CM)

The Town Clerk presented the report which identified the preferred two sites in the town.

Resolved: to move ahead with the proposed site in Market Lane. The Town Clerk will inform the High Street Improvements Working Group to consider future requirements.

Proposed: Cllr Grant

Seconded: Cllr Doody

TH&F/22/20 To consider definition/fees for Community Rate's use in the Town Hall

The level of ambiguity in the definition of when the Community Rate was applied was discussed along with the times when it would be applied.

Agreed: the Community Rate (£9ph) would apply up to 11pm Mon – Fri, after 11pm Mon-Fri and all-day Sat up to 11pm the rate is £25 ph., from Sat 11pm to Sunday midnight it is £48ph

TH&F/22/21 To review the committee's responsibilities and priorities for the next 3 years as set out in the current Business Plan

Agreed: to ask the new Committee to look at both the responsibilities and priorities and for this to be an agenda item in the new Civic year.

TH&F/22/22 To develop a Forward Work Plan for the Committee

There are several projects on-going now and these need to be scheduled into the Committee's agendas

Action: the Town Clerk to review the previous minutes to ensure all projects and working groups are rostered into future meetings in the next Civic year

TH&F/22/23 To consider activities to provide support for Ukraine

Cllr Grant had asked for this item to be added to the agenda, given the gravity of the situation in Ukraine along with the out-pouring of public sympathy and concern. On the previous Saturday, following the vigil for Ukraine the Mayor and Cllrs Grant and F Smith attended an informal discussion on further actions that could be taken by the Town Council to support Ukraine. Future fundraising ideas are: a film to be shown by Movies@Malmesbury, an event linked to the Ukrainian Orthodox Easter and a discussion about Ukrainian life.

Resolved: to make a room available in the Town Hall at no cost (if there are no other bookings) on 6 occasions. The bookings to be made through Cllrs Grant or P Smith. This will apply until a review at the next Committee meeting in the new Civic year. The Town Clerk will add this as a special agenda item at that meeting

Proposed: Cllr Grant

Seconded: Cllr P Smith

Resolved: that the ribbons for Ukraine will be provided through the TIC. Donations will be taken, and these will be paid to the DEC. Some printing will also be carried out by the Office to assist with signposting of available help and promotion of fundraising events.

Proposed: Cllr Grant

Seconded: Cllr P Smith

Resolved: that when the Government sponsorship scheme has been published, to provide a register at the TIC where local people can volunteer to provide tangible, practical support particularly for refugees who may arrive in Malmesbury. To form a working group of the Mayor, the Chair of TH&F and Cllr F Smith to review this register and bring people together when needed.

Proposed: Cllr Grant

Seconded: Cllr P Smith

Meeting closed at 8.07pm