

## **Report No: 3**

### **Report to Town Hall & Facilities Committee June 19<sup>th</sup> 2019**

#### **1. Purpose of the report**

To provide an update regarding Movies@Malmesbury

#### **2. Background**

Movies@Malmesbury have a group of core volunteers who meet every other month to discuss the service and to choose films for the upcoming months. The most recent meeting was on 31<sup>st</sup> May and Cllr. Wallace attended. Following are some notes and items for consideration by TH&F Committee.

#### **3. Operational Items**

The group discussed that they would like the Town Council to help with some items that could be improved for the cinema.

- a. A black-out blind on the door between the Assembly Hall and Bar. It is possible that this might be considered as part of the bar refurbishment project. The purpose is to block out light during the 2.30 and 5.30pm showings, which is particularly needed in the summer months.
- b. New curtains. Clearly there would be a budget implication to this and the group have been informed that there aren't any plans currently to replace the curtains in the Assembly Hall. However, as part of the bar refurbishment project, new curtains will be put in the bar (which currently match those of the Assembly Hall), so it might be worth looking into the cost implications and the possibility of any grants that might support this.
- c. Replacement of chair feet protectors. Some have fallen off and it means that the (already quite uncomfortable) chairs are a bit unstable. It might be a quick fix to replace some.
- d. Replacement of chairs. Again, a budgetary consideration to perhaps plan in staged replacements.

#### **4. Health & Safety**

There was a fire alarm recently (11.05.19) and this raised some new foreseeable risks which call for an update to the risk assessment covering the operation. There was also a first aid incident on the same day as the fire alarm, which calls for an update to first aid procedures at the Town Hall. The details of the evacuation and the first aid incident have been shared by Cllr. Wallace to the Town Clerk, (17.05.19), who is working on a review of risk assessments and procedures for the Town Hall.

Cllr. Wallace informed Movies@Malmesbury of this, at the meeting on 31.05.19.

**5. Proposal**

- a. To consider the operational items noted as 3a-d and to discuss the opportunities for these improvements
- b. To consider and discuss the Health & Safety aspects noted in point 4 and to receive a verbal update from Cllr. Wallace

**6. Risks / Financial Cost.**

There may be cost implications resolutions for points 5a. and b. but these are as yet unknown and can be clarified in a future report.

Cllr Helen Wallace

12/06/2019