

Malmesbury Town Council

Minutes of the **Town Hall and Facilities Committee** meeting held in the Town Hall, Malmesbury, on Wednesday 17th July 2019.

Present: Councillors H Wallace, (Vice Chair) J Exton, W Jones, P Newman (Chair), C Doody, F Vandelli, G Grant

In Attendance: Cllr P Exton, Town Clerk, Town Hall Administrator

Apologies:

Absent: Cllr C Burke

Declarations of Interest: There were no declarations of interest.

Public Question Time:

6. Minutes.

Minutes of the meeting held on Wednesday 19th June 2019 were checked for accuracy.

- Cllr Wallace proposed amendments to the minutes at 4.2 Health & Safety and 5. Current Committee Structure agreed
- Incorrect date on item 3, Use of town hall for a community day, should be 2020 not 2019
- That minute should read, Cllr Grant be “requested” to provide an update, not Cllr Grant to provide an update, on replacement / removal of bins and this should be at Filands Park, (not Newnton Grove)
- Adult Gym – Amend to “Town Clerk to give an update”. (Remove reference to Cllr J Exton)
- Minutes from TH&F meeting held on 7th May 2019 yet to be approved. To be added to the next TH&F agenda

Resolved: that subject to proposed amendments that the minutes of 19th June 2019, be approved as a correct record and duly signed.

7. Town Hall and Facilities Income and Expenditure– Report No 1

It was noted the Town Hall Hire income was lower than this time last year. The Town Clerk reported that any income from July would be captured in this report and that the income may appear lower as the Jackdaws Cafe rental had only just started to be received.

Action: Town Clerk to check budget status

Cllr Vandelli proposed refreshing the working group to devise a strategy for promotion of new equipment.

Resolved: Cllr Vandelli to convene the formation of a working group prior to September TH&F meeting to determine membership and agree Terms of Reference.

8. To consider a report from Cllr. J Exton re: Wesleyan Hall speakers - Report No 2

The committee considered a report requesting the reinstatement of the speakers/ microphone system in the Wesleyan Hall.

Resolved: That Cllr Jones meets with Dave Sheppard for an assessment of the current speakers and system.

Resolved: To support the proposal to investigate the reinstatement of the existing speakers and for Cllr Jones to meet with D. Sheppard.

9. To receive a verbal update from Cllr Wallace re: Movies @ Malmesbury

Cllr Wallace requested an update from the town clerk re: progress of health & safety issues and policies. The town clerk reported on action taken and progress to date regarding health & safety, including fire evacuation, risk assessments, safeguarding, asbestos register, Skystorm FRA system.

10. To receive a verbal update regarding Open Spaces Working Group and Terms of reference from Cllr Jones

Cllr Jones distributed a draft terms of reference. A number of amendments were suggested.

Cllr Wallace advised the committee that circumstances did not allow her to continue leading the working group. A vote of thanks was given to Cllr Wallace. It was suggested that that she remain part of the group but only participate as circumstances allowed.

Resolved: It was agreed that the draft Terms of Reference be accepted, subject to proposed amendments

Action: Cllr Jones to update Terms of Reference

Meeting closed at 9.20pm

Date of next meeting: 11.9.19