

## **Malmesbury Town Council**

Minutes of the **Town Hall and Facilities Committee Meeting**  
Held in Malmesbury Town Hall on **Wednesday 28<sup>th</sup> September 2022** at 6pm.

---

**Present:** Councillors S D'Arcy, G Grant, C Doody, P Exton, P Smith, R Hastings & R Sanderson

**Also present:** Claire Mann (Town Clerk)

**TH&F/22/53 To receive declarations of interest**

None

**TH&F/22/54 To receive apologies**

Apologies received from Cllr W Jones

**TH&F/22/55 Public question time in respect of items included in this agenda**

None

**TH&F/22/56 To approve minutes of the meeting held on the 13<sup>th</sup> July**

The report was noted. Members requested that nominal code 4092 is sent out to the Committee.

**TH&F/22/57 To receive income & expenditure report**

Minutes of the meeting held on the 13<sup>th</sup> July were approved and signed as a correct record.

**TH&F/22/58 To receive report from Kitchen Working Group**

Cllr D'Arcy reported that there has been no major progress to date but that two local caterers had been consulted with to find out what their needs might be. It was agreed that this would be circulated to all. The next step will be to approach a company that provides catering equipment and ask for a quote that best meets our needs.

**TH&F/22/59 To receive report ref. permanent siting of Jubilee Beacon**

Following discussion, it was agreed that this decision would be taken at a future meeting because King Charles III Coronation is likely to take place within months and this will be a celebration with cause to light the beacon again.

It was also agreed that Willis's would be asked to conduct regular inspections to monitor the safety of the structure.

**TH&F/22/60 To receive report on Bar Operation**

Cllr D'Arcy had circulated the report. It was agreed to accept the proposals that

- a) The bar profits would be split 90% - 10% but there would be a minimum of £30 due to the Council if that split doesn't exceed that.

- b) A £50 damage deposit would be paid by not-for-profit organisations in case of breakages or extra cleaning, refundable if not required.

**TH&F/22/61 To consider purchase of MTC branded polo shirts and jumpers for Groundsmen & Caretakers. Workwear Express has been recommended by other Councils and offer highly competitive packages. Our needs would be in the region of £420 (not including vat)**

It was agreed that the Town Clerk would use her discretion to order the clothing with a budget of £500

**TH&F/22/62 To consider installation of wildlife proofing around the bonfire**

It was noted that plastic fencing was installed around the Bonfire site late in the Spring this year and that the quote received was very expensive and required lengthy and labour-intensive installation and removal. The Clerk was advised to contact the Wiltshire Wildlife Trust for further guidance.

**TH&F/22/63 To consider an updated specification and quotation for retractable seating in the Assembly Room**

Cllr D'Arcy reported that he, Cllr Exton & Graham Cooke had visited the manufacturers in Westbury and had been very impressed with the product. The revised quote with additional, necessary features came to just over £51k. It was resolved to take the proposal to P&R the following Wednesday.

Meeting closed at 6.50pm