

TH&F Committee Meeting

Report regarding additional items to be invested in for use at the Town Hall when formal functions are taking place

1. Purpose of the report

1.1 To recommend to the Town Hall and Facilities Committee additional items of equipment and signage to be invested in for use at the Town Hall when formal functions are taking place to replace the current “makeshift” way of doing things.

2. Background

- 2.1 On Saturday 2nd April 2022 the Mayor’s Charity Ball was held in Malmesbury Town Hall. This was the first time that a Ball had taken place since 2019 due to the pandemic.
- 2.2 As the main part of the ball was made up of a sit-down dinner it became quite apparent during the setting up of the various rooms that the Town Hall lacks certain items of equipment and signage which would raise its’ image in hosting such functions, working towards it being the “place to book”, particularly for weddings and parties.
- 2.3 The items of equipment lacking were smart looking table plan stands, notice boards on which adverts for the charity and raffle could be placed and thermos lever pump action flasks to hold enough tea/coffee to be served to a large number after a meal.

3. Proposal

- 3.1 That Town Hall and Facilities invest in a couple of easel stands with boards – one full size to stand alone and one-half size to be placed on the bar facility. Clients can then arrange to print off their own plans and place them on the boards as appropriate. It is important however that the boards remain at all times with the easel stands and do not get lost or damaged!
- 3.2 That Town Hall and Facilities invest in some new portable notice boards that can be used to advertise raffles, etc when a function is taking place.
- 3.3 That Town Hall and Facilities invest in proper directional signs to the toilets, Assembly Room, Wesleyan Room because when the doors to these rooms open the names are not visible.
- 3.4 That Town Hall and Facilities install a hanging poster advertising frame at the bottom of the stairs (similar to that MLA uses but hanging down the wall as opposed to being stand alone).
- 3.5 That Town Hall and Facilities invest in two thermos lever pump action flasks 5 litre capacity which can be offered out as part of the bar facility for the serving of tea/coffees.
- 3.6 That if the committee agrees, we set a budget for a minimum of £1,000 to make these improvements.
- 3.7 That if the committee agrees to taking action we purchase the above as soon as is possible.

4. Recommendation

- 4.1 That the proposal is agreed and actions taken

5. Financial & Staff implications

- 5.1 We would need to find the budget for the purchase of the items recommended above.