

Malmesbury Town Council

Minutes of the **Town Hall and Facilities Committee Meeting**
Held in Malmesbury Town Hall on **Wednesday 12th July 2023** at 7pm.

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

Also present: Claire Mann (Town Clerk)

TH&F/23/33 To receive declarations of interest

None received.

TH&F/23/34 To receive apologies

Apologies received from Cllr P Smith

TH&F/23/35 Public question time in respect of items included in this agenda

None received.

TH&F/23/36 To approve minutes of the meeting held on the 21st June 2023

The Minutes were approved and signed as a correct record. It was noted that the Town Clerk is yet to action the refurbishment of the noticeboard at the Station Yard.

TH&F/23/37 To receive Income & Expenditure Report

The report was noted. It was agreed that the Retractable Seating (4007) and New Cinema Equipment (4639) should be taken from General Reserves.

TH&F/23/38 To note TH&F Project Status Report

There had been some confusion as to the production of the list; It was agreed that the Town Clerk with the Estates Officer will circulate in future.

- OSR windows have now been replaced and a quote awaited for the swivel windows in the Assembly Room
- Outcome form damp survey is awaited in OSR
- Quote for contactless flushes awaited
- Toilet cleaning quotes still underway
- Storage solution work is ongoing
- The stair climber will be weighed in and a lightweight, easy to manage one will be purchased

TH&F/23/39 To consider request to display artwork in the Town Hall/Information Centre to raise funds for the Gambia Horse & Donkey Trust

It was agreed that the Artwork would be better situated where there is more footfall, the Town Clerk was asked to contact the person who made the request and suggest that they approach the Jackdaw or Caerbladon

TH&F/23/40 To consider outcome of Gallery Review W/Group meeting & Town Hall Signage W/Group meeting and determine way forwards

The meeting of the two groups had taken place ahead of this meeting and it was resolved that;

- the Gallery would be decorated during the next available empty period of time.
- The entrance to the Gallery would be painted the same colour grey as the boards on the stairs

- A stencil of the Mission Statement would be painted on the wall on the approach to the Gallery
- A hanging sign will be put on the ceiling by the lift
- Seating in the Gallery is yet to be confirmed

TH&F/23/41 To confirm fabric for blinds in Old School room

It was agreed that the Estates Officer would ask Lucy Tom for her suggestions of three suitable types of fabric and that the Office would make the final selection.

Meeting closed at 7.54pm