

Malmesbury Town Council
Town Hall and Facilities Committee meeting 11.9.19
Report No.1

Town Hall Report

I. New curtains in the Bar, Assembly Room, Stage, and Wesleyan Hall.

An initial quote has been obtained for curtains supplies as follows;

- Bar - £304 + VAT
- Assembly Room – Curtains - £806 + VAT
- Roller blinds - £ 150
- Stage - £486
- Wesleyan Hall - £1590 + VAT

Total £4004

Two other suppliers have been approached but have not responded. As attempts have been made to secure three quote, and given this is a specialist service the Committee are in a position to authorise the supply of the curtains from the supplier who has presented.

The provision of new curtain would reinforce the health safety of the town hall as it would ensure they meet current fire safety specifications.

The Committee are asked to instruct the Town Clerk if they wish to proceed.

Legal Power

Financial Regulation 12.5.

II. To consider improvements to the hearing loop

The hearing loops in both the Malting Hall and the Assembly Room both failed their annual inspection (8.8.19) to ensure they are standard compliant. There is also repeated complaints from the Cinema customers about the functionality and quality of service when using the loop. The Action on Hearing Loss Charity, who specialise in the provision of hearing loops, have advised and quoted for remedial work at £1090.

The Committee are asked to instruct the Town Clerk if they wish to proceed.

Legal Power

Financial Regulation 12.1(iii), Local Government Act 1972 s.145, DDA 1995.

III. Movies at Malmesbury update

I met with the core of the Cinema volunteers on the 16.8.19 on a range of matters;

- The **Fire evacuation procedure** was communicated and subsequently disseminated via email to all volunteers.
- The volunteer raised the issue of the **bar cleanliness** in general. The necessary washing up materials will now be provided as standard. Tea towels have been provided.

- The issue of the **Lift's reliability** was raised as a concern for cinema customers, many of whom have mobility issues and /or use wheel chairs. The lift has sensitivities to its design which do not seem compatible with the needs, and in particular when used by a wheelchair user. The lift has been problematic in its operation as fails to work when controlled internally. An engineer is scheduled for the 9.9.19. However this is reportedly an ongoing issue. Some practical measures were identified with the volunteers that may help including putting a plastic cap over the emergency button, improved around signage inside the lift instructing what to do in the event of the lift stopping, and fixing chevron tape to identify where safety sensors are triggered.
- **Caretaking assistance** with putting chairs out.
- The need for training on the **Sound System**.
- The need for a **Safeguarding Policy**.

It was agreed that the Town Clerk would meet the core volunteers group periodically to ensure effective communication (next meeting on the 8.11.19).

IV. Asbestos survey

In the absence of an evident asbestos management survey one was carried out on the 29.8.19 and we are awaiting the report.

V. Fire safety

The fire log is up to date. There a few actions now pending, notable fire safety training for staff, and remedial work on the some of the fire exit lighting (to be actioned in September). The Evacuation procedure has been communicated to key partners, and user groups and now features as part of the hirer induction, and event management.