

Malmesbury Town Council
Town Hall and Facilities Committee meeting 3.3.20
Report No.2

Town Hall Report

1. **Leaking roof Assembly Hall**- the leak in the Assembly Hall on the Cross Hayes side above /near the middle window has been attended to by a roofer in February. However since the remedial works the leak has re-occurred and we are waiting for the contractor to confirm when he will be coming back to investigate, and make good the leak.
2. **Assembly Room / Wesleyan Curtains** – both the curtain supplier and the painter have been contacted regarding the new curtains and the paint works for both the Assembly Hall and Wesleyan Room. Final agreement is on process of agreement with the Town hall Working Group on colour schemes and fixings.
3. **Cross Hayes toilet** – We are waiting for confirmation from the conservation officer on the door material, and it should hopefully be possible to verbally update at the Committee meeting. All other works other than the actual toilet fit out have been complete in readiness.
4. **Drain cover** – the drain cover in the car park is due to be mended on the 27.2.20.
5. **Recycling** – a mixed recycling bin and a glass bin supplied by Hills are now in situ in the rear car park. Council staff office practices have adjusted to support this – with office paper and mixed recyclables being sorted as routine.
6. **Museum** - The museum works have been completed, as has the work to TIC desk.
7. **Old School Room Window**- A glazer has been requested to fix the window in the Old School Room.
8. **Old School Room office** - HEALs are due to move in to the Old schoolroom office on the 2.3.20. The room has been cleared, the carpet cleaned, and a tenancy lease issued, and office access keys issued.

Richard Spencer- Williams – Town Clerk