

Malmesbury Town Council

Minutes of the Town Hall and Facilities Committee Extra-ordinary meeting held via 'Zoom' on Wednesday 27th May 2020.

Present: Cllrs P Exton, S D'Arcy (Vice Chair), G Grant (Chair), W Jones P Smith, F Vandelli, Mayor C Ritchie, R Spencer- Williams (Town Clerk), P Roach (Town Hall Administrator).

Members of the Public: There was one member of the public present.

Apologies: Mayor J Exton.

1. Declarations of Interest: There were no declarations of interest.

2. Apologies

Mayor J Exton.

3. Public Questions in respect of items on the agenda.

There were no public questions.

4. To consider and agree actions for a Covid 19 Specific Access Plan for the Town Hall including;

- a. **Safe access arrangements and pedestrian 'flow'.**
- b. **Signage and behavioural management measures.**
- c. **Personal protective Equipment provision for both staff and the public.**
- d. **Relevant Policies and guidelines.**

The Committee considered the matters stated a-d as above, notably;

Cllr D'Arcy presented an initial view of how the various areas and rooms of the Town Hall could work together. In particular a view of the Jackdaws/ Left front entranceway. This led to consideration of;

- Entrance and exit points and general thoughts about how best to manage the flow and accessibility of the Town Hall.
- Particular consideration to the use of Fire Exits as general exit points, as part of a planned and managed 'access and flow' system. It considered this was acceptable, and it was noted the most suitable Fire exit for this purpose was the one leading into Market Lane.
- The merits and challenges of each floor and possible use of all the main area going forward, in a phased and progressive way in line with Government guidance.
- The ground floor and first floor toilets, and the envisaged opening and use of Cross Hayes Toilets.
- The need for door supervision.
- HEAs office use.

- The Covid 19 Response work, including the use of the Old School Room for the strong and distribution of food items and IT equipment for refurbishment. Also the use of the Town Hall for the meals delivery service, and it was recognised this need to use the Town Hall may change in line with the evolving meals supply need and chain.
- The opening of the TIC area; and the probable best use of managing this area independently of the foyer/ café/ gallery area.
- The museum and access.
- The need to manage the lift acutely.
- The car park; with the Town Clerk stating this area should not be considered as an option for an exit route for Town Hall users , other than staff and contractors due to the size of the car park, and Health and Safety grounds.
- The possible requirement for 'group leaders' (i.e. hirers) being required to assume responsibility for ensuring their participants are aware of access arrangements.
- The Jackdaws Café; where is was considered this could be the next phased opening. It was considered the front left hand entrance could be organised in such a way to facilitate a socially distanced queue (around the edge of the front café area, with a servery area set up in the 'archway').
- The possible fitting of self-closing mechanisms on the upper main fire doors.
- The use of Face masks and a policy in this respect.
- PPE for staff and Cllrs, including desk screens, sanitiser stations, gloves and visor where appropriate.
- The need for an 'overview' access ad flow plan for the Town Hall to ensure a phased opening works as smoothly as possible.
- To ensure the signage is clear directional, and aesthetic, and in keeping with the Town Hall and Councils aims.
- The need to progress these matters expediently, but also ensure they are done as best they can be.
- A recognition that the safety of staff is a priority.

Resolved to reconvene in seven days to progress all matters

Resolved to support the Jackdaws in opening as the next priority area.

Resolved for the Town Clerk to action the purchasing and implementation PPE where it is clear this will be needed in any future plan.

Meeting closed at 8.45pm