

Malmesbury Town Council

Minutes of the Town Hall & Facilities Meeting held on Thursday 4th June 2020 commencing at 7.00pm via zoom

Present: Councillors S D’Arcy (Vice-Chair), P Exton, L G Grant (Chair), P Smith, F Vandelli

G Davie (Minutes), P Roach (Town Hall Administrator), R Spencer Williams (Town Clerk)

1. **Declarations of Interest:** There were no declarations of interest
2. **Apologies for Absence:** Cllrs C Doody, J Exton, W Jones
3. **Public Question Time:** There were no public questions
4. **To receive and adopt the minutes of the Town Hall & Facilities Committee meeting held on 27th May 2020**

Resolved that the minutes of the Town Hall & Facilities Committee meeting held on the 27th May 2020 were a true and accurate record of the meeting and should be received and adopted

Proposed Cllr Grant **Seconded** Cllr Exton

5. **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**

Cllr D’Arcy provided an update on the report he had produced at the last meeting based on recent discussions and government advice. The Committee then considered the updated priorities and the actions needed to be taken on the following issues:

Face Masks:

Discussions took place on what should be the standard for all users of the Town Hall and votes were taken to agree the following standards:

Staff will be required to wear MTC provided face masks when on duty wherever they are in the building unless they are alone in the building. Councillors will also be required to meet the same standards as that for the staff.

Tenants within the Town Hall will have to meet the same standards as that for the staff by purchasing face masks either themselves or from the Town Hall. For those

tenants not based in the Town Hall, information will be given about the standards being applied in the Town Hall

Contractors will be expected to provide their own masks, to be worn at all times. If no masks are available, masks will be sold to them by the Town Hall

Anyone hiring a room in the Town Hall or anyone attending a meeting/class will be required to wear face masks within the building

Members of the public entering the Town Hall not for a specific purpose will not be required to wear a face mask.

Action Cllr Vandelli will send a specification for fully effective masks to the Town Clerk

Gloves

Will only be needed to be worn in cleaning procedures especially when dealing with damp and messy materials. Good hand hygiene at all times is more important. There will be no requirement for other groups to wear gloves.

Clinical Waste Disposal bins

Bins need to be at the exits for public PPE and clinical waste bins need to be provided for staff PPE and gloves. Public Health guidelines for the safe emptying and storage of waste (if necessary) at whatever cost need to be followed

Action P Roach to purchase pedal bins for the public to dispose of tissues and to ensure appropriate bins and emptying are provided by Absolute Cleaning

Perspex Screens

Screens giving good protection have been purchased for the TIC and for Mike's desk. Three screens have been purchased so one will be kept as a reserve

Hand Sanitisers

3 free standing hand sanitisers have been ordered to be placed by the main entrances and the stairs. 6 further wall mounted sanitisers will be located around the building

Visors and Aprons

The use of aprons does not seem necessary. A visor for Mike, the caretaker might be appropriate

Action the Town Clerk to investigate whether a visor is necessary

Signage

Signs are being produced for use in Jackdaw café and front entrance. These can then be extended for use in other areas of the Town Hall.

The Jackdaw café

Jackdaw's café will be a takeaway with a new layout, with queues along outside wall and exit along inside wall. Traffic flow priority signs will be used in the pinch points. There will be no outside tables. The aim is to reopen on June 15th, provided internal queuing meets government guidelines.

Next meeting Wednesday June 17, 2020 at 7pm

Meeting closed at 8.36pm