

## **Malmesbury Town Council**

Minutes of the Town Hall & Facilities Committee Meeting held on Wednesday 9<sup>th</sup> September 2020 commencing at 7.00pm via zoom

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**Present:** Councillors S D'Arcy (Vice-Chair), J Exton, P Exton, L G Grant (Chair), W Jones, P Smith, F Vandelli  
G Davie (Minutes), R Spencer Williams (Town Clerk)

- 1. Declarations of Interest:** There were no declarations of interest
- 2. Apologies for Absence:** Cllr C Doody
- 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 15th July 2020**

**Resolved** that the minutes of the Town Hall & Facilities Committee meeting held on the 15th July 2020 were a true and accurate record of the meeting and should be received and adopted

**Proposed:** Cllr Grant                      **Seconded:** Cllr P Smith

**To receive and adopt the minutes of the Town Hall & Facilities Committee meeting held on 5th August 2020**

**Resolved** that the minutes of the Town Hall & Facilities Committee meeting held on the 5th August 2020 were a true and accurate record of the meeting and should be received and adopted

**Proposed:** Cllr Grant                      **Seconded:** Cllr P Smith

**5. To receive an update on the current Town Hall usage (Report No 1 Town Clerk)**

The Town Clerk gave a comprehensive overview on the current activities taking place within the Town Hall. The first wedding had taken place at the weekend. Regular hirers were returning in a managed way, following guidance, and having produced a risk assessment. The numbers of staff working in the office were being monitored. The Town Clerk has identified a new source of WHO approved masks which will reduce PPE costs.

There is a substantial amount of activity taking place and the Town Clerk is keen not to increase the level of activity for the rest of the month to give time for this activity level to settle.

Thanks were given to all the Town Hall staff for the efficient, effective, and safe way maximum benefit for the community was being managed.

**6. To receive an update on the implementation of the Town Hall Re-opening plan (Report No 2 Cllr D’Arcy)**

Cllr D’Arcy explained the range of documents that had been produced covering general guidelines for any event within the Town Hall along with a risk assessment template; activity specific guidelines covering the bar, cinema and café; room specific guides will be produced shortly.

Cllr D’Arcy and the Town Clerk will now work together to produce photos of the enhanced facilities and activities within the Town Hall to be used as marketing material either on Facebook or leaflets.

**Resolved:** That the working group undertake further evaluation of the ‘Round’ app to support bar operation.

**Proposed:** Cllr D’Arcy                      **Seconded:** Cllr Grant

**Resolved:** That the Town Clerk should investigate ventilation improvements within the Assembly Rooms

**Proposed:** Cllr D’Arcy                      **Seconded:** Cllr Grant

**7. To receive an update report on the Parks and Open Spaces (Report No 3 Town Clerk)**

The Town Clerk summarised his report covering public toilets reopening, cost implications of removing needles found within the town, recent pressure washing of play areas, and a review of the condition of some of the trees around the play areas.

**The update was received and duly considered**

**8. To receive an update from the Cloister Gardens Working Group (Report No 4 Cllr Smith)**

Cllr Smith explained that picnic tables had been installed in the Cloister Gardens and were clearly being used throughout the day. However, a complaint had been received from the landowner about their usage at night. There has been no damage to the tables, but a significant amount of broken glass has been found. As a result, permission for the tables has been withdrawn and a timetable for their removal has been requested. There is the opportunity on Sept 10<sup>th</sup> for Cllrs Ritchie and Smith to discuss this with the landowner informally to seek to sustain the tables in situ throughout September and into October if possible. The Town Clerk will need to indicate where they will go after October, either to another location or into storage. Also, to explain to the landowner that the Council is keen to enhance the use of the Cloister Gardens which is why the working group was set up.

There are also several longer- term considerations including remedial work on the arbours and other structures, railings and gates and possible CCTV. The Working Group will come back with a full proposal on what needs to be done. In the

meantime, the Town Clerk will ensure there are no possible liabilities with the structures within the Cloister Gardens.

Meeting closed at 8.31pm

Next meeting Wednesday November 11th, 2020 at 7pm