

Malmesbury Town Council

Town hall and Facilities Committee

Report No 3

Terms of Reference for the Facilities Promotion Working Group

Background

In 2018 Full Council agreed to invest money in fitting some new sound and light equipment in the Assembly Room, in order to make the venue both attractive and flexible for groups/companies wishing to hire venues for a variety of events. The investment was contingent on setting up a working group to promote our venue and its new equipment.

In January 2019, we agreed to convene a working group, answerable to Town Hall and Facilities Committee, to promote the rental and use of the Assembly Hall and the newly fitted equipment.

Proposal

That we adopt the proposed Terms of Reference for the working group, which will be answerable to Town Hall and Facilities

That we agree on the membership of the working group – which has previously been suggested as Cllrs Wayne Jones, Fran Vandelli and Catherine Doody

Recommendation

That we adopt the ToRs.

Cllr Fran Vandelli

January 2020