

## Malmesbury Town Council

Minutes of the Town Hall and Facilities Committee meeting held in the Town Hall, Malmesbury, on Wednesday 11<sup>th</sup> September 2019.

---

**Present:** Councillors H Wallace, (Vice Chair) J Exton, G Grant, W Jones, C Doody, F Vandelli

**In Attendance:** Cllrs Budgen, P Exton

**Apologies:** Cllrs Doody, Newman

**Absent:** Cllr C Burke

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

**Public Question Time:** there were no public questions

**1. To receive and adopt the minutes of the Town Hall and Facilities Committee held on the 7<sup>th</sup> May and the 17<sup>th</sup> July 2019.**

**Resolved:** To adopt the minutes of the Town Hall and Facilities Committee held on the 7<sup>th</sup> May and the 17<sup>th</sup> July 2019.

**2. To receive budget report for the Town Hall and Facilities.**

The Town Hall and Facilities budget report was considered. Clarity was requested for;

- Code 4101 which showed an overspend attributed to the Newton Grove installation. It was suggested if a transfer from the EMR's should be made to reconcile the balance.
- Code 4118 showed as an overspend as it has no budget allocation and thus should be checked.
- Code 4152 showed an unexplained utility cost.
- Code 4197 showed an unexplained refuse collection cost.

**Resolved:** for the Town Clerk to investigate and report back to the committee an explanation on these matters.

**Action:** Town Clerk

**3. To receive an update report on the Town Hall by the Town Clerk (Report No 1).**

The Town Clerk updated the Committee on the matters outlined in Report No 1.

**New Curtains**

New curtains for the Assembly Room, Bar, and Wesleyan Hall were considered.

**Resolved:** to obtain a clarified quote for the Assembly room based on the preferred material in dark blue plus a further two quotes to compare prices.

**Action:** Town Clerk

**Resolved:** proceed with the purchase of the bar curtains, subject to clarification of the quote based on the preferred material in green check, and fitting, so as to ensure it is within the agreed budget.

**Action:** Town Clerk, bar working group

**Resolved:** To consider the Wesleyan Hall curtains as an integral part of a whole refurbishment project for the hall.

### **Hearing Loop**

The matter of complaints about the reliability of the hearing loop was considered. It was recognised that this was an ongoing problem, but also the effectiveness of the loop depended on what hearing devices was used. It was noted that funds had been spent at various times trying to fix the loop based on varying advice. It was considered it would be prudent and sensible to obtain two other views and quotes from hearing loop providers to cross reference the advice and compare costs. It was agreed that in order to fully understand the problem and remedial solution an evidence based should be compiled (involving users and logging complaints).

**Action:** Town Clerk

### **Movies at Malmesbury**

The Town Clerk updated the Committee as outlined in report No 1. It was considered that while it was helpful for the Town Clerk to meet directly with the cinema volunteers, this should not undermine the councillor representative role agreed for Movies at Malmesbury, which is the Council's preferred primary point of engagement.

#### **4. To receive an update report on the Parks and Open Spaces by the Town Clerk (Report No 2).**

The Committee considered the matters outlined in Report No 2.

### **Pressure Washing**

It was considered pressure washing should feature as part of the routine maintenance schedule outdoor spaces, and that the purchase of the Councils own washer equipment should be investigated.

**Action:** Town Clerk.

### **Community Engagement**

The Town Clerk reported there had been some community interest in getting involved in the Councils strategy to encourage community involvement in the development and management of the parks. It was recognised the need to be proactive in engaging with the community. Cllr Jones presented the amended version of Terms of Reference (TORs) for the Open Spaces Working.

The working group was agreed as Cllr Jones, Ritchie, Grant, Wallace and Vandelli. Cllr Budgen expressed an interest as Chair of Planning and Environment.

**Resolved:** to adopt the TORs for the Open Spaces Working Group (amended).

**5. To consider the need for the installation of new Malmesbury Town Council Signs in the Parks and Outdoor Spaces.**

**Resolved:** to defer this matter to the Open Spaces Working Group.

**6. Town Hall Working Group Terms of Reference update.**

The status of the Town Hall Working Group was clarified and restated in accordance with the resolution on the 13<sup>th</sup> February 2019 ( minute 3), and that Cllr Jones is to chair the working group.

**7. To receive a verbal update on the Cross Hayes Toilets development.**

The Town Clerk reported on the status of the Cross Hayes toilets;

- Listed building consent had been approved.
- The grant application to Vale Action had been successful.
- A site meeting with the facility provider was planned for week beginning 23<sup>rd</sup> September; with a view to commencing works at the start of October.

Meeting closed at 8.50pm