

## Malmesbury Town Council

Minutes of the Town Hall and Facilities Committee meeting held in the Town Hall, Malmesbury, on Wednesday 13<sup>th</sup> February 2019.

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**Present:** Councillors G Grant, W Jones, P Newman (Chair) H Wallace C Ritchie C Doody P Exton

**In Attendance:** Cllr J Exton

**Apologies:**

**Absent:** Cllrs Burke,

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

**Public Question Time:** None

### 1. Minutes.

Minutes of the meeting held on Wednesday 7<sup>th</sup> November 2018 were checked for accuracy.

- Cllr P Exton asked that the minute be amended in that he was not absent from the meeting but had sent his apologies via the Chair.
- Cllr Grant suggested and it was agreed that the text in item 5, bullet point 1, be amended to read: Cllrs Ritchie, Budgen and Vandelli ***offered*** to join the ***existing membership of the*** Working Group
- Item 5: misspelling of SWOT to be amended
- Item 10, text amended to read: that Cllr ***Grant would seek to advise and support an application by the Council for a grant from the Area Board.***

**Resolved:** that the minutes of 7<sup>th</sup> November 2018 be approved as a correct record and duly signed.

### 2. Town Hall and Facilities Income and Expenditure April – August 2018 – Report No 1

- Report should be for month 10, not 11
- 4123 Service agreements seems underspent. PR to check
- Projects finance report a useful addition. Consider doing for all committees

**Resolved:** to note Report No 1.

### 3. To consider the formation of a Working Party to develop the promotion of new sound & lighting facilities on the Assembly Room stage, to maximise usage and income

- Although this sits with TH&F, all councillors are eligible to join and Cllr Jones will invite them to do so
- Cllr Gundry should be included as he has been the main protagonist for this project

**Resolved:** Cllr Jones will chair and agreed that 1<sup>st</sup> item for WG should be the Terms of Reference. (TH&F to sign these off)

**4. To consider a report update from Play Area Working Group – Report No 2**

- Cllr Grant advised that areas outside of play parks are still Wiltshire Council land
- Core activity for WG is play parks, to be widened to include open spaces
- Request to Town Clerk for a report reflecting changes re: acquisition of open spaces and relationship with Joint Burial committee
- TOR to be based on items set out in item 2 of the report, a), b), c), d) and e).
- Availability of CIL money to be put as an agenda item at the next meeting.
- Cllr Grant to liaise directly with Wiltshire Council re: ownership of land and replacement / relocation of bins
- DTC to send details of complainant to Councillor Grant
- Cllr Wallace thanked for her report and good work

**Resolved:** To note the report

**5. To consider a report requesting the use of the Cloister Gardens for an outdoor event, FOC – Report No 3**

- Regrettable that this item was not brought to the committee earlier, as now a fait accompli, in that to refuse to agree no charge, would result in the event being cancelled.
- Financial implication is loss of £100 revenue for hire of the Cloister Gardens.

**Resolved:** To endorse proposal contained in para 3.1. The event to go ahead free of charge

**6. To consider a request from Malmesbury against Plastic to use the town hall's cinema equipment at their next event**

- MAP 2<sup>nd</sup> public event 27-3-2109
- Cllr Jones suggested that for future they could apply for a grant
- Cllr Grant queried how we can assist MAP financially, ie S106 monies

**Resolved:** Screening of film is agreed, but subject to the cooperation and assistance of Movies@Malmesbury

**7. To consider a report on the inspection of town hall crockery – Report No 6**

**Resolved:** The Town Clerk is to confirm whether or not there is sufficient items of cutlery, crockery, glasses etc and to take appropriate action, prior to the Mayor's Ball if replenishment is required

**8. To consider the exclusion of the press and public from the next item on the agenda in view of the nature of the item under discussion**

**Resolved:** To exclude press & public for this item

**9. To consider a report regarding an unpaid invoice – Report No 7**

- Deemed to be an operational matter
- Cllrs request a formal update from the Town Clerk on the progress of online banking

**Resolved:** Town Clerk to write formally to the hirer in legalistic terms, outlining the need to have dialogue and resolution of this matter, to prevent further escalation. Letter to be sent by recorded delivery

**10. To consider a report from the Town Clerk re: PRS / PPL fees in relation to town hall charges – Report no 8**

**Resolved:** Committee request clarification from the Town Clerk re: changes and the revised breakdown of usage for different events, for next meeting in March 2019. Enquiries to be made whether Riverside or St Mary's Hall levy a charge to hirers for PRS / PPL

Although not an agenda item, a report was received from Charles Vernon, on behalf of Movies@Malmesbury, which gave a review of cinema performance etc for 2018-19

It was agreed that in future the cinema update would be a standing item on the TH&F agenda. Charles Vernon to be advised.

Meeting closed at 9.20pm