

## Malmesbury Town Council

Minutes of the Town Hall and Facilities Committee meeting held in the Town Hall, Malmesbury, on Wednesday 19<sup>th</sup> June 2019.

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

**In Attendance:** Cllr P Exton

**Apologies:** Cllr G Grant

**Absent:** Cllr C Burke

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

**Public Question Time:**

### 1. Minutes.

Minutes of the meeting held on Wednesday 6<sup>th</sup> March 2019 were checked for accuracy.

- Public Question re: Planning permission for partition work on stage: Town Clerk to provide update on this
- Haze Machine: Clerk to do basic procedure for isolating fire alarm system; check insurance is OK; determine operators and training
- Item 4: Claire has met with chair of TH&F. Plan has been done; submitted to WC for approval
- Newton Grove – Replacement / removal of bins. Cllr Grant to provide an update on progress with WC
- Adult Gym – Progress. Equipment has been ordered and position agreed. Town Clerk to give Cllr J Exton an update on progress
- PPL/PRS: Town Clerk to clarify who pays what Hirer v Provider
- Should TH&F minutes from Full Council on 7<sup>th</sup> May 2019 be approved?

Minutes of meeting held on Tuesday 16<sup>th</sup> April 2019 were checked for accuracy

**Resolved:** that the minutes of 6<sup>th</sup> March 2019 and 16<sup>th</sup> April 2019 be approved as a correct record and duly signed.

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

- Re: code 4123. Noted that Mth 12 EOY budget outturn was down by 5K. This has not appeared in Months 1 or 2 for this year. Deputy Town Clerk to check if any outstanding payment due.

**Resolved:** to note Report No 1. Mths 12 (2018-19), 1 & 2, (2019-20)

**3. To consider a report from Cllr. J Exton re: use of the Town Hall for a community day - Report No 2**

The committee considered a report requesting the use of the Town Hall on Saturday February 8<sup>th</sup> 2019 for a Community Day and for the hire of the Town Hall to be free of charge.

- The event to include all elements, ie businesses, community groups, volunteer services, football club, fire service, etc.
- Cllr J Exton to consider whether to provide refreshments on the day

**Resolved:** To agree to hold the event in the Town Hall on Saturday 8th February 2019. The event to be “Free of charge”

**4. To consider a report from Cllr Wallace re: Movies@Malmesbury – Report No 3**

The committee considered a report from Movies@Malmesbury presented by Cllr Wallace.

**1) Operational Items – a. – d.**

The following items were considered:

- Blackout blinds for exit doors to reduce light and new curtains in Assembly Room, (current ones are potentially non-compliant)
- Get estimates for new curtains in the Assembly Room, (main windows & stage and blackout blinds for exit doors), together with estimate for curtains in the bar area. (Possible tender situation).
- Purchase of chair leg rubbers for existing green chairs.
- Potential purchase of new chairs.

**2) Health & Safety**

A first aid incident, followed by a fire alarm evacuation on 11<sup>th</sup> May 2019 and concerns around unsupervised minors attending the cinema were discussed.

- Risk Assessment re: unaccompanied children needs to be reviewed
- What do other cinemas do? Town Clerk to survey

**Resolved:** As follows:

Item 1) that the committee clerk seek indicative estimates for new curtains, (as above) from local supplier and source chair leg protectors. New chairs to be considered for future.

Item 2) Risk Assessment to be done on Assembly Room curtains;  
Review of Fire & Emergency Evacuation and first aid procedures / plans  
Review of our policy re: Safeguarding

**5. To consider a report from Cllr Ritchie re: Changes to our Current Committee Structure**

The committee considered the changes to the current committee structure, proposed by Cllr Ritchie.

- Burial to be sub group of P&R
- Separate committee for open spaces would undermine the existing Working Group
- Working group to strengthen links with existing play park groups – share good practice
- Play Parks Working Group to report in to TH&F committee
- TH&F committee to provide working group with clear TOR and mandate
- 12 months to develop a strong working group
- Play Parks to be a standing agenda item for TH&F

The committee gave a vote of thanks to Cllr Wallace for her hard work with the Play Park Working Group

**Resolved:** It was agreed:

1. That there should not be a separate committee for open spaces, it should remain with Town Hall & Facilities. The existing Play Park working group, with defined TOR's and a clear mandate, to develop strategy and links with existing play park groups to report in to TH&F.
2. All property, including the Lodge, cemetery toilet & chapel, Park Rd unit, St Aldhelm's Mead toilets and all related maintenance issues, should be under Town Hall & Facilities
3. Burial to be a sub group reporting in to P&R committee. Basic cemetery functions to be separate from general structure and maintenance, which will be managed by TH&F.

**6. To receive a verbal update re: the bar refurbishment project**

- decorator is due to start week commencing 8<sup>th</sup> July 2019
- 3 quotes received, but 1 subsequently withdrew
- final colours to be determined with the decorator
- outstanding items, ie curtains, fridge, tables & chairs, Mirrors etc. to be progressed
- additional dishwasher trays to be purchased
- carpenters to quote for under bar cabinets

**Resolved:** Committee noted

**8. To receive a verbal update regarding progress at Newnton Grove**

- Equipment has been ordered. It is hoped that installation will be in time for summer holidays
- Puzzle & Slide to be replaced in July; rocker to be removed and replaced with smaller "swivel" piece.
- Total cost of £23,175.00

Meeting closed at 9.30pm