

MARLBOROUGH TOWN COUNCIL

TOWN HALL PROMOTIONS

Minutes of a meeting of the **Town Hall Promotions Working Party**, which was held on **Thursday 25<sup>th</sup> November 2004** in the Council Chamber, Town Hall, Marlborough at 6.00pm.

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PRESENT

Councillor D. L. Parker	Chairman
Councillor G. Francis	Town Mayor
Councillor Mrs P. A. Dow	
Mr Malcolm Ward	Humberts
Mr Chris Davey	Fed Small Businesses
Jonathan Mansfield	Civic Secretary

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01 APOLOGIES:

Apologies for absence were received from Councillor Mrs H. A. Cripps and Councillor W. B. Cavill and Councillor M. Gray.

02 DECLARATIONS OF INTEREST:

None

03 MINUTES:

The Minutes of the meeting on 7<sup>th</sup> October, having previously been circulated, were confirmed as a true record and signed by the Chairman.

04 UPGRADE OF LIGHTING:

Malcolm Ward said that he requires the backing and approval of the Town Council to move the upgrade of the interior lighting forward.

RECOMMENDED: That Malcolm Ward is instructed to source competitive quotations for the upgrade of the interior lighting.

05 UPGRADE OF EXTERIOR LIGHTING:

Malcolm Ward has spoken to both the Listed Buildings Officer and the Planning Officer at Kennet District Council and will be re-submitting a full page specification drawing for consideration. The Listed Buildings Officer is happy with the proposals but the Planning Officer is not satisfied.

06 AERONET SYSTEM:

Malcolm Ward said that the Aeronet System was possible but very complicated and could cause more trouble than it was worth. Mr Ward suggested installing fixed wiring and charge users through a separate phone line. Malcolm Ward is sourcing quotations.

07 SCREENS:

Chris Davey asked for the Council's approval to purchase five three-panel screens at approximately £1,800.00. The Committee discussed whether there was currently a budget for this expenditure or if an estimate had been made for next year.

The Committee discussed whether screens were important to the promotion of the Town Hall. It was agreed that local groups may use the larger rooms more if they could be divided into smaller areas.

RECOMMENDED: To support in principle the purchase of screens for the Town Hall subject to the funds being available.

08 CHANDELIERS:

As Councillor M. Gray was not at the meeting, there was no update on the chandeliers.

09 TO REPORT ON THE FOLLOWING:

**(a) Sound System**

The Chairman found the instructions for the sound system. The system was tested and works extremely well. It was agreed that the equalizer and microphone would be locked away and a charge of £25 be levied to companies who wish to hire the system.

RECOMMENDED: To make the microphone and sound system available for hire at a charge of £25.00.

**(b) Kitchen**

We are still waiting for the cupboard in the kitchen to be built. It was agreed that Jonathan Mansfield would follow this up Terry Raisey.

**(c) Bar**

A new sink/drainage is on order. The Chairman is looking at the costs of quick glass washers, which will hopefully fit beneath the new sink when it is in place.

**(d) Promotional Booklet**

The Chairman and Committee thanked Simon Orton for producing the leaflet and stated that they were extremely pleased with the results.

**(e) Web Page**

The Chairman has been given an amended version of the text for the County Brides website, which he will pass to the office.

10 RE-DECORATION:

RECOMMENDED: That the Chairman make enquires with Councillor M. Gray to ascertain what stage the design statement is at.

11 PROMOTION OF REDUCED RATES:

RECOMMENDED:

That this is an ongoing issue, but in the meantime, notices of the reduced rates are put in The Library (with the new leaflet), The Library notice board, the Town Hall notices boards, the Wiltshire Gazette and in future copies of The Greyhound.

12 DATE OF NEXT MEETING:

The next meeting will be held on Thursday 13<sup>th</sup> January 2005 in the Council Chamber, Town Hall, Marlborough at 6.00pm.

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Meeting closed at 6.58pm