

Town Hall Committee Meeting 2nd July 2024

Recommendations to Full Council

12/TH2024 TERMS OF REFERENCE

To approve version two of the Terms of Reference.

18/TH2024 TOWN HALL BOOKINGS

To approve the Town Hall Booking Procedure.

Action Items:

16/TH2024 TOWN HALL REFURBISHMENT TASK AND FINISH GROUP

- a. **Maintenance Team:** Clear out and maintain the rainwater gully at ground level behind the Town Hall. This should be added to the monthly task schedule.
- b. **Council's Hygiene Service Provider:** Move the air freshener in the ground floor male toilets to prevent damage to the paintwork.
- c. **Electrician:** Secure the light bulbs and cabling around the stage.
- d. **Maintenance Team:** Clean salts from the flagstones with a damp cloth as part of the weekly cleaning routine.
- e. **Maintenance Team:** Remove rubber-backed mats from the flagstones to allow them to breathe.
- f. **Maintenance Team** - Investigate the ceiling access hatch above the stage. Determine its purpose and whether it restricts access to unauthorised persons.

17/TH2024 TOWN HALL ACTIVITY

The Community Engagement Officer Tom Hope present on marketing strategies at the next committee meeting.