

THTC/2/2016-2017
2nd March 2017

**ROYAL WOOTTON BASSETT TOWN HALL AND TRUST
CHARITY**

Minutes of a meeting of Royal Wootton Bassett Town Hall and Trust Charity held on Thursday 2nd March 2017 at 8.30pm at Manor House, Lime Kiln, Royal Wootton Bassett.

PRESENT: Councillors: Mary Champion, Susan Doyle, Linda Frost, Janet Georgiou, Paul Heaphy, Mike Leighfield and John Wilks.

Officers in Attendance: Johnathan Bourne, Town Clerk,
Michelle Temple, Administrative Services Manager.

1. APOLOGIES

Apologies for absence were received from Councillors Mike Farrow, Michael Page, Marion Sweet, Chris Wannell and Audrey Wannell.

2. DECLARATIONS OF INTEREST

To receive Declarations of Interest in accordance with sections 10 and 12 of Wiltshire Council's Members Code of Conduct, as adopted by Royal Wootton Bassett Town Council at a meeting held on Thursday 12th July 2012.

RESOLVED to note that no declarations of interest were made.

3. CHAIRMAN'S ANNOUNCEMENTS

No announcements made.

4. CONFIRMATION OF MINUTES

RESOLVED to confirm and sign minutes of a meeting of the Wootton Bassett Town Hall and Trust Charity held on Thursday 25th February 2016 (THTC/1/2016-2017). Copy previously circulated.

5. TOWN HALL MAINTENANCE

To receive quotations for the following items of Town Hall maintenance works, attached *Appendix A*.

- Provision of internal shelving units to support and house Museum artefacts,
- Repair work to the Town Hall staircase in line with recommendations provided by Wiltshire Council's Conservation Officer, including the installation of a new LED lighting strip.

Quotation A totals £7,290 excluding VAT, and includes a provisional sum of £300 for the timber repairs required on the stairs. This is an estimate only and could increase once the extent of the timber rot can be established.

Quotation B totals £18,433.02 excluding VAT, and includes £164 for the provision of two emergency lights for the staircase which are not included in Quotation A.

It is recommended that the Town Trust approve Quotation A at a cost of £7,290.

RESOLVED to offer the work to quotation A at a cost of £7,290.

6. ROYAL WOOTTON BASSETT MUSEUM & HERITAGE GROUP

Mr Roger Smith gave a short presentation about the work of the organisation since the last meeting.

Roger offered thanks to Owen Collier and to all the museum volunteers.

Wood worm has been spotted which John Macindoe will look at and bring to the attention of the Conservation Officer.

The committee asked for a count of visitors in the last year, but the only record they have are of signatures in the visitors' book. A suggestion was made of a hand held clicker to be used.

Meeting closed at 8.45pm