

Agenda Item 7

For information - Update on the Frome Town Hall

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Summary

This report provides an update on Town Hall occupancy and a year-end income forecast and a summary of our current marketing initiatives.

Update on Town Hall occupancy

See below a table of who is occupying which space in the Town Hall

Fair Frome	Elliot Building
Frome FM	Upstairs
WHY	Upstairs
Frome Learning Partnership	Two small upstairs offices and the Parlour
Active and in Touch	Not returned
Wild Women	Not Returning

Tenant wise there has not been much change since the last report. Active and in Touch are unsure of the timing of their return because of space limitations and we have now heard that Wild Women are not returning.

We will be looking for other options for the café but as other town hall events open up it is likely that this will be used as a booked meeting place in the week and for a bar facility at the weekends. There is also potential that it might be used as a drop in café for young people twice a week which would couple nicely with the work of our Children & Young People Officers.

The Town Hall is opening up, with regular bookings having been contacted and services are starting to book in their return dates. Most of these are post June 21st whilst advice remains work from home if you can. However, some of the statutory services such as the Probation Service are interested in coming back earlier.

The Town Hall continues to be regularly assessed to ensure the safety of the staff, tenants and any outside visitors and currently is operating on a by arrangement working pattern with a skeleton crew including the cleaners and the Town Hall Steward.

Cleaning

Cleaners have continued to take care of small maintenance jobs as well as ensuring the cleanliness of the building. The strict cleaning regime continues as we begin to accept outside bookings and our first wedding last weekend. There is also work around monitoring who is using which areas of the building to ensure that those areas are concentrated on the most. Staff report a high level of confidence in the cleanliness of the building, which will be important when looking at a returning workforce and we remain confident that with the processes in place, people using the building are as safe as possible.

Track and Trace

This element of the report remains the same. As a venue we continue to operate the NHS Track and Trace App qr code system and so this and our other measures remain in place. A parallel system of track and trace is also in operation if visitors don't have the App. And staff and tenants are asked to use their fob when entering the building so that they can be tracked that way. This complies with both Covid and GDPR regulations.

Similarly, we are monitoring staff use of the building so that we can ensure that any areas used are cleaned effectively and that we can plan for who accesses the building when.

Town Hall Budget & Income

The Town Hall budget and income figures are taken from the actual bookings in the booking system currently and show where we finished at the end of last year.

	Income received and bookings at 31/03/2021	Budgeted at 31/3/2021
Café	£912	£4,200
Chamber	£5,405	£13,944
Equipment hire	£71	£2,300
Meeting room hire	£1,673	£8,000
Tenants	£18,896	£30,588
Total	£26,957	£59,032

This means that as expected there was a deficit of £32,075. The table below shows income received in the first month of the financial year. The Town Hall remains in lockdown, so tenanted income, and then bookings in the system from April 2021-March 2022.

	Income received and bookings at 31/03/2021	Budgeted at 31/3/2021
Café	-	£4,200
Chamber	£4,100	£12,384
Equipment hire	£5	£2,300
Meeting room hire	£2,250	£8,000
Tenants	£32,544	£32,938
Total	£38,899	£59,822

To reach our budgeted income we needed to have made a further £20,923.

Fabric of the building

Maintenance continues to be a priority in line with the quinquennial plan as well as other activity to improve the facilities including:

- Remedial work to correct damp in the loos – this is under wider investigation

- Work to deliver the windows renovations and the LED light fittings continues in light of the upcoming loan
- Storage spaces have been re-evaluated and reorganised
- Our donated stage is being renovated

Conclusions

It is fair to say that we anticipate that the Town Hall will continue to be affected by Covid for some months to come. However, our active marketing of the Town Hall as a business space is showing encouraging signs of increasing booking enquiries and the space itself is looking well cared for, very clean and inviting. It is our expectation that once people's thoughts turn to face to face business activity and parties that we will see a return to a busy and vibrant building.