

Agenda Item 7

For information - Update on the Frome Town Hall

Author: Rachel Griffin, Marketing & Communications Manager

Summary

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

Update on Town Hall occupancy

See below a table of who is occupying where in the Town Hall. With the exception of the CCG temporarily renting the café, no tenants are occupying. Rent holidays have been offered to the tenants until September 2020 to support them during this difficult time.

Fair Frome	Elliot Building/Room1	Rent holiday
Frome FM	Upstairs	Rent holiday
Why	Upstairs	Rent holiday
FLP	Peter/Paul's offices/Parlour	Rent holiday
Active and in touch	Rangers Room	Rent holiday
CCG	Café	Hiring

Meeting room spaces

The CCG has set up an antibody testing station in the café whilst the Town Hall is closed. This is for NHS and social care workers. By accommodating the CCG, we have reduced the need for key workers to travel beyond the town. This arrangement will operate until September 2020 and we anticipate that very few staff and tenants will return to the building until then. We do not anticipate hiring to anyone else at this time as that will be part of the CCG's risk assessment.

Fair Frome are using room 1 as an overflow store currently as they work to supply school holiday food supplies.

Although the Town Hall is closed, we will continue to risk assess requests to use the building on a case by case basis.

Town Hall budget & forecast income

The current forecast is based on actual income to date plus bookings already in the system and indicates a deficit of £42,032.

	Forecast year end income at 30/06/2020 (£)	Budgeted annual income (£)
Cafe	00	4,200
Chamber	00	13,494
Equipment hire	00	2300
Meeting room hire	2,100	8,000

Tenants	15,000	30,588
Total	17,000	59,032

Fabric of the building

We have had a number of projects taking place at the Town Hall while it has been closed:

- A number of sash windows have been renovated to provide better energy efficiency
- A new backdoor and window has been replaced
- New white lining in the car park for disabled space, the Co-Wheel space and the EV charging space to make it easier for users to see where to park
- Maintenance of the lifts and all routine checks such as water testing are continuing to be scheduled
- A deep clean is taking place

Conclusions

It is a shame to see our Town Hall largely devoid of visitors, tenants and staff. Even so, the CCG testing station will be a good resource for the Town's NHS and social care key workers, and we will continue to assess the situation as it unfolds.