

## 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 where in the Town Hall

Fair Frome	Elliot Building/Room1
Frome FM	Upstairs
WHY	Upstairs
Frome Learning Partnership	Peter/Paul's offices/Parlour
Active and in touch	Rangers Room
Wild Women	In café from 29 <sup>th</sup> Sept. (3 days/wk.)

Out tenants are slowly returning, and the rent holidays have ceased.

We also now have a few staff to help service the building including our cleaners, the Town Clerk, and the Town Hall Steward.

#### Cleaning

As part of our Covid response in supporting the CCG with their anti-body testing, the Town Hall has benefited from a deep clean and we have now implemented a new cleaning regime to protect visitors and staff a bit more. We will also be adding to the rota an hour of daytime cleaning from October and when we have events to help service the public areas which we will adjust as appropriate. WHY have also asked for additional daily cleaning that they are being billed for.

It is important that as part of our marketing message that everybody feels as safe as possible.

#### Track and Trace

A system of track and trace has been introduced where visitors entering the building send us a text to enable Track and Trace if needed. This complies with GDPR regs.

#### Weddings

I am delighted to let you now that shortly after the last Council Matters meeting, we had our first wedding and as such we are able to actively market this service, in conjunction with the Somerset Registry Office. The new Covid-19 restrictions do not include weddings or funerals but do cover every other 'party' or celebration and so marketing for parties has to remain on hold. However, we are speaking to all our previous hirers to let them know that we are open

for business and a few of our regular hirers such as Plus Positive are preparing to return from October. We are already picking up bookings where other buildings remain closed.

### Town Hall Budget & Income

	Income received and bookings at 30/06/2020 (£)	Budgeted, at 31/3/2021 (£)
Café	3655	4200
Chamber	5340	13494
Equipment hire	126.30	2300
Meeting room hire	1977.50	8000
Tenants	18683	30588
<b>Total</b>	<b>29,781.80</b>	<b>59,032</b>

Currently, and excluding any additional booking we forecast a year end deficit of £29,250.20. That figure is likely to increase through the second half of the year as new bookings are made. This of course, is uncertain in the current covid-19 situation.

### Fabric of the building

We have had a number of projects taking place at the Town Hall over the last three months to get the building ready for hirers, including various Covid response measures:

- Hot water stills have been added to the kitchens to help service events and to enable a quick turnaround in a kitchen that can for now only hold one at a time
- Glass screens for reception
- Extra signage for the building
- Routine maintenance painting of radiators and toilet doors

### Conclusions

Our lovely Town Hall is slowly coming back to life and although the deficit still looks large and we are playing catch up I am confident that we will reduce that significantly over the coming months.