

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
Frome FM	Upstairs
WHY	Upstairs
Frome Learning Partnership	Two small upstairs offices and the Parlour
Active and in touch	Not returned
Wild Women	Not Returned

The Town Hall is beginning to settle into a new routine. The Town Hall is regularly assessed to ensure the safety of the staff, tenants and visitors and rigorous Covid measures have been put in place.

Cleaning

The cleaning of the Town Hall has settled into a stringent new regime. Additional cleaning hours have been added at lunchtime when we have bookings and a high volume of people in the building. This ensures that we can be confident that the people using the building are as safe as possible. We are also only allowing one booking in each room per day currently. This is to ensure that the cleaning is effective and that the rooms are aired between bookings. The exception to this is weddings where the Registry Service has risk assessed to have multiple weddings in a single day following strict operational parameters.

We will look at upping our offer when we feel confident that there is both a legitimate demand and/or the Covid regulations change. It is important that as part of our marketing message that everybody feels as safe as possible and that we are not taking any unnecessary risks.

Track and Trace

We are currently compliant with the NHS Track and Trace App. 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 regs.

Regular Booking Returning

We are delighted to report that Plus Positive, the Probation Service, Dimensions, Discovery Group, the Family Mediation service, Edventure and Talking Newspapers have all resumed

their bookings. These represent an important step in getting the Town Hall back on track as a venue. Whilst marketing of parties etc is remains out of the question, the sporadic weddings have served as a nice reminder that Frome Town Hall is an excellent venue and somewhere to celebrate. This can only serve us well in the long term.

Town Hall Budget & Income

	Income received and bookings at 31/10/2020 (£)	Budgeted, at 31/3/2021 (£)
Café	1183.50	4200
Chamber	7476.00	13494
Equipment hire	351.06	2300
Meeting room hire	1833.00	8000
Tenants	25,690.80	30588
Total	36,687.96	59,032

Currently, and excluding any additional bookings we forecast a year end deficit of £22,344.04.

Fabric of the building

We have had a number of projects taking place at the Town Hall - where the focus has been on planning to maintain the building safely well into the future. These include:

- Fall arrest system investigations
- Roof quotations ready for budget setting next year
- Windowsill renovations
- Routine maintenance and painting works

Sean Powell our Town Hall Steward will come and talk through some of his work.

Conclusions

The forecast year end deficit is slowly reducing and as we have heard we have some new marketing initiatives in the pipeline. We are heartened that Frome Town Hall weddings are doing a good job of keeping the building in the public's mind – whilst we continue to operate a closed-door system. The Town Hall feels vibrant and almost back to a semblance of normality now even with a greatly reduced staff team.