

Agenda Item 8

For information - Update on the Frome Town Hall

Author: Rachel Griffin, Marketing & Communications Manager

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

During lockdown, the Town Hall has been mostly moth balled with one member of staff and the cleaners coming in regularly. It does remain open by appointment to service any essential bookings and services although most of our regular bookings are not currently using the building. While the Town Hall is all but closed to the public, we have taken advantage to get a few larger jobs assessed. The Town Hall continues to be regularly assessed to ensure the safety of the staff, tenants and any outside visitors.

Cleaning

Cleaners have been taking care of small maintenance jobs as well as ensuring the cleanliness of the building. The cleaning of the Town Hall has settled into a strict new regime enabling social distancing and some loan working whilst ensuring that there health and safety measures in place.

We are confident that the people using the building are as safe as possible.

Track and Trace

We continue to be 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.

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 from April 2020-March 2021.

	Income received and bookings at 31/10/2020 (£)	Budgeted, at 31/3/2021 (£)
Café	912	4200
Chamber	5700	13944
Equipment hire	118	2300
Meeting room hire	2047	8000
Tenants	18896	30588
Total	27673	59032

We are now predicting a year end deficit of the Town Hall figures at £31,359.

Fabric of the building

We have taken advantage of the building being largely closed to make some improvements and to carry out maintenance.

- Fall arrest system investigations continue
- The building has been surveyed for energy improvements including assessing the windows and the light fittings for LED's
- Spring cleaning
- Touching up paintwork
- Reassessing and organising our limited storage spaces

Conclusions

The main focus of the work at the Town Hall now is to ensure that once we are open our offering remains bright, accessible, and welcoming. The forecast year end deficit will be larger than anticipated. However, we are working hard to ensure that as soon as we are able to reopen, we will be in a good place – putting the Town Hall back at the centre of civic life.