

Agenda Item 5

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.

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 in rooms 1 & 2, downstairs in ranger's room
Frome Learning Partnership	Two small upstairs offices and downstairs in the Parlour
Active and In Touch	Meeting room 3 (beside reception)

Tenant wise there has been a change around since the last report. Active and In Touch have returned and moved to meeting room 3. This has allowed WHY to move one of their counselling rooms to the ranger's room downstairs. In turn this has allowed us to take back in-house the Council Chamber ante-chamber for storage of chairs and tables.

We are continuing to look for a new weekly tenant for the café but currently it is useful as an informal meeting room and for zoom meetings.

We are delighted that the Town Hall has its door open with a return to an open desk policy.

The Town Hall continues to be regularly assessed to ensure the safety of the staff, tenants and any outside visitors and hand gel, masks etc continue to be available to users of the building on entry.

Cleaning

The building is now cleaned 7 days a week throughout in both the public areas and staff areas and for tenants by agreement. We have now had a change in personnel in weekend cleaning staff.

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.

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	142	4200
Chamber	7430	12384
Equipment hire	203	2300
Meeting room hire	4872	8000
Tenants	35434	32,938
Total	48111	59832

To reach our budgeted income we need to make a further £11, 721. Because of the reconfiguration of the rooms, it is expected some categories will exceed their budget whilst others won't. Overall, we are reasonably confident that the £11,721 shortfall will be made up.

Fabric of the building

Despite a quite summer there have been a number of investigations taking place to the fabric of the building at the Town Hall:

- We have had a substantial roof leak in the Council Chamber and the café below and another in the WHY offices on the other side. The roofing company are due at the end of September as reported last time and a flooring company and a decorator are being lined up. This is part of an ongoing programme to care for the building.
- The carpenter is scheduled to finish draft proofing the remaining downstairs windows to support energy efficiency.
- The down pipes have been checked and nearly all unblocked. One is proving a little more difficult, but a creative solution has been arrived at.
- The ranger's room had damp investigated, remedial repair and decoration.

Conclusions

As a business space, the Town Hall is showing encouraging signs of increasing booking enquiries and halfway through the year we are beginning to see signs of being well on track to reach our targets. The space itself is looking well cared for, very clean and inviting. Once people's thoughts turn to face to face meetings and parties we will see a return to a busy and vibrant building. Weddings are becoming more popular again too.