

## Agenda Item 5

For information - Update on how we maintain Frome Town Hall and ensure we are compliant

Author: Rachel Griffin, Marketing & Communications Manager and Sean Powell, Town Hall Steward

### Summary

This report provides an update on Town Hall from the maintenance perspective and includes this year's element of the quinquennial schedule and the Fire Safety schedule which together along with the work of the cleaner/caretakers provides the basis of the looking after the Town Hall.

Whilst you will be familiar with seeing Sean around the building servicing the meetings that happen in the Town Hall, you are probably not so familiar with the other important role that he has in maintaining the fabric of the building. The building was built in 1892 and has some particular foibles, not least the occasional water ingress, drain pipes that have been tarmacked into the drains, and old stonework issues which means that he has to both plan for works but also be responsive, supporting the Town Hall's adaptation to the activity and footfall of a 21st-century open and accessible building.

Sean and Rachel hold the Premises license for the Town Hall which gives them a legal obligation to comply with the Licensing Laws. This also allows the building to show films, have live music, sell alcohol and other licensable activities, including weddings. We make sure that we are up compliant with regularly changing legislation.

Underpinning the Town Hall Steward's role is the Quinquennial Framework (five year) Plan which provides a schedule of checks and works. [This can be viewed on our website here at Appendix 5.1](#). Our adherence to the quinquennial ensures that through regular planned maintenance emergencies are minimised. The Town Hall has an annual budget for the planned work but also an EMR designed to allow for both longer-term planned and responsive work.

Alongside this sits the [Fire Safety Compliance Matrix which can be viewed on the website at Appendix 5.2](#). This includes items such as checking service plans for the lift, the alarms etc. Weekly and daily checks are then performed by the cleaner/caretakers alongside the cleaning schedules when they open the building and the Steward as he closes the building. These are delegated throughout the holidays.

The checks on Fire Risk Compliance Matrix ensure that we are safe and that we are legally compliant. One of the biggest challenges this year will be to ensure that we are compliant with Martyn's Law - the biggest piece of new legislation to be applied to public buildings since the 1980's. This law is designed to reduce the risk to the public from terrorism by protecting public venues and increasing security and personal safety. This will mean a new set of risk assessments and measures that we will need to have in place for terrorist prevention, although some of these measures will already be familiar to us through our work with large

events. The white paper consultation has just closed and as a venue of 100 or under we expect that the legislation will allow measures to be proportional and that we will be classed as a small venue.

It is not yet clear what measures will need to be put in place, but we are well placed to ensure that our knowledge is current and to adjust our planning and accordingly.