



Public Document Pack

Melksham Town Council

Town Hall, Melksham, Wiltshire, SN12 6ES
Tel: (01225) 704187

Town Clerk and RFO Linda Roberts BA(Hons) PGCAP, FHEA,
FLSCC

To: Councillor J Hubbard (Town Mayor)
Councillor C Goodhind (Deputy Town Mayor)
Councillor P Alford
Councillor P Aves
Councillor G Cooke
Councillor J Crundell
Councillor S Crundell
Councillor G Ellis
Councillor C Forgacs
Councillor C Houghton
Councillor L Lewis
Councillor S Mortimer
Councillor J Oatley
Councillor T Price
Councillor S Rabey

10 May 2022

Dear Councillors

In accordance with the Local Government Act (LGA) 1972, Sch 12, paras 10 (2)(b) you are summoned to attend the **Extraordinary Full Council** meeting of Melksham Town Council. The meeting will be held at the Town Hall on **Thursday 12th May 2022** commencing at **7.00 pm**.

A period of public participation will take place in accordance with Standing Order 3(e) prior to the formal opening of the meeting. The Press and Public are welcome to attend this meeting in person, alternatively the public and press may join the meeting via Zoom.

In accordance with the Council's commitment to being open and transparent; all Town Council meetings are recorded and broadcast live. The right to do so was established under the Openness of Local Government Bodies Regulations

Yours sincerely

Mrs L A Roberts BA(Hons), PGCAP, FHEA, FSLCC
Town Clerk and RFO

**Melksham Town Council
Extraordinary Full Council**

Thursday 12 May 2022

In the exercise of Council functions. Members are reminded that the Council has a general duty to consider Crime & Disorder, Health & Safety, Human Rights and the need to conserve biodiversity. The Council also has a duty to tackle discrimination, provide equality of opportunity for all and foster good relations in the course of developing policies and delivery services under the public sector Equality Duty and Equality 2010.

Public Participation – To receive questions from members of the public.

Virtual Meeting Access

Please follow the joining instructions below for the virtual Zoom meeting:

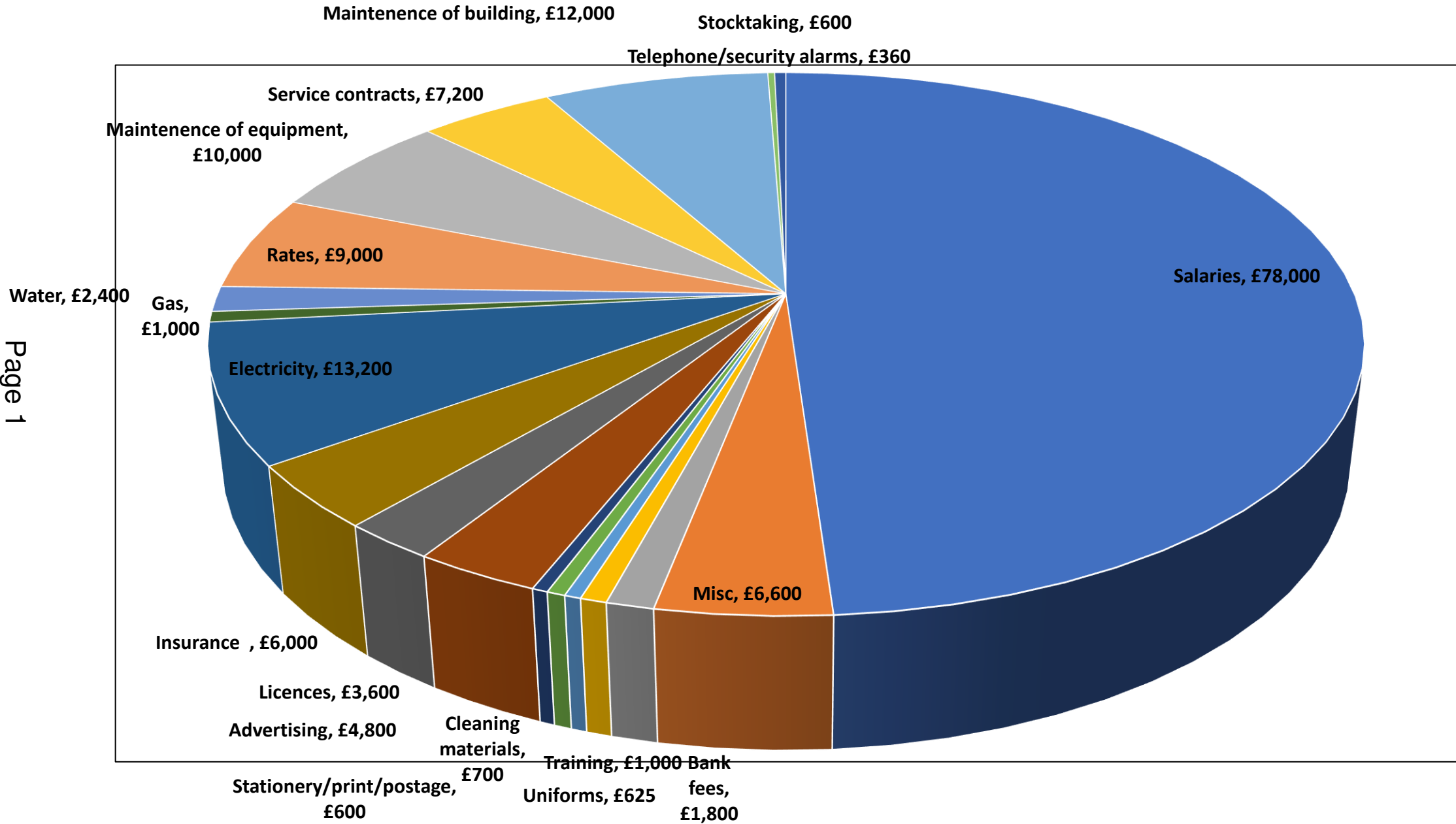
Participants will be directly let in the meeting by clicking on the above link. There is no waiting room.

AGENDA

4. Assembly Hall (Pages 1 - 6)

To receive the report of the Head of Operations regarding the operation of the Assembly Hall for the coming financial year, and to approve the revised pricing structure. See Appendix 2 attached

Assembly Hall 2022-23 budget



Running the Assembly Hall – Actual Costs

Total predicted expenditure for 2022/23 for just keeping the doors open (this figure does not account for hall hire or bar income)

£159,485

Running the Assembly Hall – Actual Costs

So, assuming the hall is open 365 days a year
and has an average use of six hours per day,
that means the hall is costing

£83.23 per hour

Running the Assembly Hall – Actual Costs

Suggest that we have one set fee of **£85 per hour** to use the Assembly Hall

With a 60% discount for community groups based in Melksham Town

A 30% discount for other not-for-profit charitable organisations

Running the Assembly Hall - Calculating Charges

Annual Cost	£	159,485.00					
Utilization	35%						
Average use per day: 5.25	1916.25 per year			Works out at		£83.23 per hour	
	Charge		Inc VAT		Discount	% use	Income
Commercial	£	85.00	£	102.00	0%	25%	£ 40,720.31
NFP	£	59.50	£	71.40	30%	40%	£ 45,606.75
MelkshamNFP	£	34.00	£	40.80	60%	35%	£ 22,803.38
						100%	£ 109,130.44
Expected Bar PROFIT							£ 30,000.00
Surplus/deficit							-£20,354.56

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