

**Cowbridge with Llanblethian Town Council
Minutes of the Meeting of the Town Hall Committee
held in the Council Chamber, Cowbridge Town Hall,
on Tuesday 8th July 2014 at 8.00pm.**

Present: Chairman – Councillor Mrs E George
Vice Chairman – Councillor Mrs S Vaughan
Mayor - Councillor P J Knapp
Deputy Mayor – Councillor D W Morris
Councillors – G A Cox and J R Harris.

In Attendance:

Town Clerk - Mr Andrew Davies

Item 1: Apologies for Absence
Councillor Mrs F Blomeley

Item 2: Declarations of Interests.
Councillor G A Cox (Items 7 & 9.1) – Trustee of Cowbridge and District Museum Trust.

Item 3: Matters arising from the Committee Meeting held on 3rd June 2014.
No matters arising.

Item 4: Matters arising from the Full Council meeting held on 17th June 2014.
No matters arising.

Item 5: Website.
No matters arising.

Item 6: Commemorations to mark the start of the First World War.
The Town Clerk advised that arrangements are progressing and Mrs Pamela Robson has made several visits to the Town Hall in order check the Council Chamber's dimensions in order to accommodate her displays.

Item 7: Cowbridge and District Museum Trust – Cell Floor.
No further suggestions have been forthcoming from the Trust regarding the flooring and it was agreed by the members of the committee that this item be removed from the agenda.

Item 8: Main Hall Roof:
The Town Clerk advised the following:

- Pictures taken of the West facing side of the Main Hall roof had not revealed any major defects in the slates apart from a number in the vicinity of the clock tower. These will be pointed out to the roofing contractor when he repairs the eastern side of the main roof. This is due to take place week commencing 14th July.

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Item 8: Main Hall Roof (continued):

- Ms Erica Dixon will be attending the Town Hall on Friday with a view of establishing if the birds that were nesting have left. It appears that there is a young bird flying around the roof space and this problem will be looked at as well.
- Once it has been established that the nest is empty, it is intended that all of the debris from previous nests is removed by the roofing contractor and that 'netting' is placed inside the vent located on top and in the centre of the main hall roof to prevent birds from getting access in the future.

The Chairman and Vice Chairman advised that they will visit the Town Hall on Friday to see the problem for themselves.

Item 9: Correspondence.

9.1

Letter received from Mr D Pierce on behalf of the Museum Trustees regarding damage caused to the leather top of the large desk in the Chamber. On every occasion that the museum uses the chamber, the tables are covered with cloths and care is taken so no explanation can be found as to how the damage occurred. However, the Trust notes the Town Council's concerns and volunteers will be reminded over the next month about the need to ensure that no further damage occurs.

The Town Clerk reported that one of the volunteers, Mrs Rachael Howells, who has specialist knowledge of fabric conservation, has very kindly used her skills to make an excellent repair. The Committee agreed that a letter of thanks should be sent to the Trust for their actions and especially those of Mrs Howells who was able to carry out such an 'invisible' repair to the damage.

9.2

The Committee considered an email received from One Voice Wales containing information and details about 'Fly a Flag for the Commonwealth'. This is part of a new event when the Commonwealth Flag is to be flown on 9th March 2015 from 10.00 am until 10.00 am the next day. County Councils and Town Councils have been approached throughout the United Kingdom, Channel Islands and the Isle of Man. The flag itself measures 90" x 54" and can be purchased at a cost of £58 net, including delivery, plus VAT. £10 from the sale of each Commonwealth Flag will be donated to the Virdee Foundation to support Commonwealth causes. Before the flag is raised, the Commonwealth Affirmation should be read out either by a Civic Leader or someone specially chosen from the community.

The Committee **recommends** to Full Council that the Town Council participates in this event.

9.3

The Committee considered and approved a request from a representative from the Vale Show to display a banner on the back of the Town Hall leading up to the event which is being held on Wednesday August 13th.

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Item 10: Storage of Tables.

The Town Clerk referred to the storage of the tables and chairs that served the Lesser Hall. Photographs of an alternative method of storage were circulated to the committee and involved the storage of the chairs in the corridor whilst the 6 foot tables would be stored in the alcove of the 'lounge area' and secured by means of straps. Space for storage is at a premium and the committee agreed that this method of storing the tables appeared to be a better option because the floor in the lounge is flat and even compared to the corridor. In order for this to be achieved, the notice board will have to be moved, battens attached to the alcove and straps fitted to secure the tables. The Committee agreed that the alternative method suggested by the Town Clerk should be adopted for the time being and monitored.

Item 11: Matters to be discussed at the discretion of the Chairman.

11.1 The following matters were raised by Councillor D W Morris:

- The green paintwork of the outside doors where the paint is peeling.
- The notice boards on the front of the Town Hall require treatment.

The Town Clerk advised that both matters will be attended to and he will remind the painting contractor about the doors, a problem which the contractor is aware of.

Item 12: Date and Time of next Meeting

Tuesday, 2nd September 2014 at 8.00pm.

Councillor Mrs E George.

Chairman.