

Cowbridge with Llanblethian Town Council
Minutes of the Meeting of the Town Hall Committee
held in the Council Chamber, Cowbridge Town Hall,
on Wednesday 7th May 2014 at 8.00pm.

Present: Chairman – Councillor D W Morris
Deputy Mayor – Councillor P J Knapp
Councillors: Mrs F Blomeley, J R Harris and Mrs S J Vaughan.

In Attendance:
Town Clerk – Mr Andrew Davies.

Item 1: Apologies for Absence.
Councillors: Mrs G Baty, G A Cox and Mrs E George.

Item 2: Declarations of Interest.
None.

Item 3: Matters arising from the Committee Meeting held on 8th April 2014.
No matters arising.

Item 4: Matters arising from the Town Council Meeting held on 22nd April 2014.
No matters arising.

Item 5: Website.
The Town Clerk reported that he and Mrs Griffin visited the Vale of Glamorgan Council's offices and were given a demonstration of the website and its capabilities. The next stage will be a training session which will allow information to be added and removed as required. The question of the hosting of e-mails is still an issue which the Town Clerk will raise with the existing host (Website Design Limited) and also with Mr Geoff Pym, who is a consultant and is used by the Vale of Glamorgan Council.

Item 6: Review of the Conditions of Hire.
Members were circulated with copies of revised booking form and conditions of hire. A number of minor amendments were discussed and will be included in the final draft which will be circulated to all members of the Town Council with the Committee minutes.
The Committee **recommends** adoption of the revised document for immediate use.

Members of the Committee thanked Councillor Mrs Blomeley for the work that she had put into the preparation of the document.

Item 7: Commemorations to mark the start of the First World War.
The Town Clerk advised that he has spoken with Mr Graham Ager who confirmed that at the last meeting of the 'Western Front Association' it was agreed that they would take up the offer of the use of the Lesser Hall on Saturday 6th September. A representative from the organisation will be contacting the Town Clerk in due course to provide details of what it can provide for the occasion.

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Item 8: Cleaning of War Memorial.

The Committee considered a quotation received from Mr Simon Morgan of Mossfords regarding the cost of cleaning the memorial and also providing a anti-acid treatment. The cost of the cleaning is £875 with the anti-acid treatment costing £295, not including VAT.

The Committee agreed that it would be beneficial to have the memorial professionally cleaned and treated in this very important year and also following the work carried out last July.

Proposed by Councillor D W Morris, seconded by Councillor P J Knapp and **recommended** that the quotations for cleaning and anti-acid treatment are accepted and that Mossfords are instructed to carry out the work.

Item 9: Main Hall Roof:

(i) Repair.

The Town Clerk advised that he had been alerted by the Licensee of the Horse and Groom that a number of slates are missing from the main roof of the Town Hall building that faces the public house. There are also a number of slates towards the top of the Lesser Hall roof which require repair at the same time. According to the roofing company who have provided a quotation, if both repairs are carried out together it should negate the requirement for major scaffolding to be erected which would involve a considerable additional cost. The Committee considered a quotation in the sum of £3,230 received from A J Williams, Roofing and Building, involving the repair of slates on the Lesser Hall roof and a number of missing slates on the main roof. The quotation includes all materials, labour and 'tower' scaffolding. The Committee **recommends** approval of the quotation and for the contractor to be instructed to carry out the repair work.

(ii) Nest in Main Hall Roof Space.

The Committee considered the large 'nest' which has been discovered in the roof space of the Main Hall and is situated immediately beneath the air vent which is located on top of the Town Hall roof. The Town Clerk has contacted Erica Dixon, an Ecologist at the Vale of Glamorgan Council, who has advised that the nest may possibly be that of a jackdaw and that any attempt to remove it should be undertaken once the nest has become 'inactive' which would normally be mid June.

The Committee decided upon the following course of action:

- That the Town Clerk should contact the Ecologist to enquire whether she is aware of any contractors who undertake removal of such nests and if not, the Town Clerk makes enquiries with local contractors.
- That enquiries are made with the company who it has been recommended to carry out the roof repair as to whether it can place mesh over the openings of the vent.

Item 10: Correspondence.

None.

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

- 11.1 Councillor Mrs S J Vaughan provided the Committee with details of trolleys that can be used to store the tables which are provided for the use of hirers in the Town Hall. The manufacturer of the trolleys is 'Gopak', the same company that make the tables, which could be provided to store either 7 or 14 tables. The 3 foot and 6 foot tables for the Main Hall are currently 'stacked' on the landing of the West Entrance whilst the 3 foot tables downstairs are stacked in the Lounge area and the 6 foot tables in the corridor. The cost of a trolley for 7 tables is £193.36 and 14 tables is £276.23, not inclusive of VAT. It is **recommended** by the Committee that a trolley for 7 tables is purchased in the first instance, subject to the dimensions being suitable for it to be of benefit to users.
- 11.2 Councillor Mrs S J Vaughan advised that a basic 'under counter' refrigerator for the Mayor's Parlour which could be stored in the Robing Room and would be useful when Coffee Mornings take place and the Lesser Hall is occupied, would cost in the region of £110.
The Committee **recommends** that a refrigerator is purchased.
- 11.3 The Town Clerk to arrange for Mr C Lambert to give an estimate to replace the floor coverings of the upstairs toilets.

Item 12: Date and Time of next Meeting

Tuesday, 3rd June 2014 at 8.00pm.

Councillor D W Morris
Chairman.