

Cowbridge with Llanblethian Town Council
Minutes of the Meeting of the Town Hall Committee
held in the Council Chamber, Cowbridge Town Hall,
on Tuesday 3rd June 2014 at 8.00pm.

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

In Attendance:
Town Clerk - Mr Andrew Davies

Item 1: Apologies for Absence
All Members present.

Item 2: Appointment of Chairman and Vice Chairman for the ensuing year.
Proposed by Councillor J R Harris, seconded by Councillor
Mrs S J Vaughan, that Councillor Mrs E George is appointed chairman for the
ensuing year.
Resolved as proposed.

Councillor Mrs E George took the chair.

Proposed by Councillor D W Morris, seconded by Councillor J R Harris,
that Councillor Mrs S J Vaughan is appointed vice chairman for the ensuing
year.
Resolved as proposed.

Item 3: Declarations of Interests.
Councillor G A Cox – Item 10.1 – Trustee of Cowbridge and District
Museum Trust.

Item 4: Matters arising from the Committee Meeting held on 7th May 2014.
4.1 Item 11.1 - The Town Clerk updated Members about the purchase of trolleys to
store the folding tables. The design of the trolleys means that tables are required to
be stored vertically. This means that not only do the doorways have to be
sufficiently wide enough, but they also require adequate clearance for the height of
the trolleys when loaded with 6 foot tables. Using the dimensions of both the small
and large trolleys given by the company on its website, the Town Clerk had
prepared a template which he then used in various locations and access points
throughout the Town Hall with the following results.
On the ground floor, trolleys being used in the corridor leading into the Lesser Hall
had been ruled out because the width of the trolley would narrow the corridor and
impede a fire escape route. The entrance between the Lounge and Lesser Hall was
ruled out because there is insufficient clearance for the trolley stored with 6 foot
tables to pass through.
On the first floor, a trolley storing 6 foot tables on the landing was ruled out as
there would be insufficient height clearance for it to go through the doorway
because of the gradient in the floor leading into the Main Hall. Access into the
Main Hall from the ‘Annexe’ room was also ruled out because of insufficient
width.

Page two

Item 4: Matters arising from the Committee Meeting held on 7th May 2014 (continued).

4.2 Item 11.2: The Town Clerk updated the Members with regard to the purchase of a refrigerator for the Robing Room and advised that the best position for it to be located is in the corner beneath the wall mounted boiler where there is also an electric plug socket. Arrangements will now be made for it to be purchased.

Item 5: Matters arising from the Full Council meeting held on 21st May 2014.
No matters arising.

Item 6: Website.
No matters arising.

Item 7: Commemorations to mark the start of the First World War.
The Town Clerk advised that he has been contacted by Mr Graham Ager who confirmed that members of a 're-enactment group' will be present at the exhibition in September. Mr Ager has a meeting of the Western Front Association this Friday and will give an update if anything concerning September's exhibition is discussed.

Item 8: War Memorial – Additional Inscription.
This matter was discussed and dealt with by the Finance and General Purposes Committee.

Item 9: Main Hall Roof:
The Town Clerk advised that he has approached the contractor who is to carry out the repairs to the Main Hall roof to find out if he will also be able to remove the 'nest' in the Main Hall roof space and put in place a preventative measure to stop any nests being built in the future. The Town Clerk is due to contact Erica Dixon, an Ecologist at the Vale of Glamorgan Council, next week to arrange a visit so that it may be determined whether the nest is still active.

Item 10: Correspondence.
10.1 The Committee considered a letter received from Mr D Pierce of the Cowbridge and District Museum Trust. In his letter, Mr Pierce referred to a slab in cell 2 which is in a poor state of repair and was discovered after some exhibits were moved. There is concern that this is likely to allow moisture into the cell and Mr Pierce requests that the Town Council agrees for the necessary action to be taken to make the floor as 'waterproof' as possible. It was agreed that enquiries should be made with Mr Pierce to determine exactly what work is envisaged and how it would be carried out.

Item 11: Matters to be discussed at the discretion of the Chairman.
11.1 It was agreed that the area below the new electric screen where the 'crest' used to hang is painted to match the existing colour.

Item 12: Date and Time of next Meeting
Tuesday, 8th July 2014 at 8.00pm.

Councillor Mrs E George.
Chairman.