

Cowbridge with Llanblethian Town Council
Minutes of the Meeting of the Town Hall Committee
held in the Council Chamber, Cowbridge Town Hall,
on Tuesday 3 July 2018 at 8.00pm.

Present: Mayor Cllr T L Williams
Deputy Mayor - Councillor A Trousdell
Chairperson – Cllr J Andrew

Councillors: J R Harris, G Cox, C George, S Vaughan

In Attendance: Town Clerk – Ceri Anderson.

1: Election of Vice Chairperson

Unanimously agreed that Cllr S Vaughan be elected as Vice Chairperson for the Town Hall Committee.

2. Apologies for Absence.

Cllr H Wright - Personal
Cllr J H Wallis - Personal

3: Declarations of Interest.

None.

4: Matters arising from the Committee Meeting held on 5 June 2018, which are not on the agenda.

Page 1, Item 5, Cups and Saucer provision.

Cllr Vaughan provided member with an update of the current position regarding the quantity of cups and saucers held by the Town Council. Following discussion it was confirmed that a further 50 white cups and 50 white saucers would be purchased to replenish those that had been damaged or lost.

Page 2 Item 13 Display Energy Certificate.

The meeting was advised that there were on going difficulties around obtaining one missing invoice for electricity as it was related to the installation of a smart meet approximately 2 years ago. The Clerk confirmed she had telephoned the supplier about this who had confirmed they would look into the matter however now response had been received to date. The Clerk confirmed she would monitor the situation, however until such time the invoice could be found the receipt of the Display Energy Certificate would be delayed

5: To consider Terms of Reference for Town Hall Committee.

Members were advised that the Clerk had made minor amendments to the Terms of reference as previously presented to the committee to include number of members, frequency of meetings and quorum.

RESOLVED TO RECOMMEND: That the Terms of Reference for the Town Hall Committee are accepted as a working document to be reviewed annually by the Committee.

6. Repairs to Town Hall Main Roof.

Members were given a report from Kinsale Stone Contractors regarding their observations on the Town Hall roof while carrying out current repairs. Following discussion:

RESOLVED TO RECOMMEND: That the Clerk obtains a further report on the condition of the roof to enable comparison with that provided by Kinsale Stone.

The committee agreed that it would be prudent of the Town Council to earmark money from this year's financial reserves towards potential necessary roof repairs, with a view to setting aside further amounts to add to this on an annual basis to ensure the Town Council will be better placed financially when necessary roof repair need to be carried out.

RESOLVED TO RECOMMEND: That Council earmarks £25,000 from this year's reserves for potential roof repairs.

7. Refurbishment of Chamber Chairs.

Members were advised that the furniture restorer had repaired two of the chairs in the Council Chamber to date however would prefer to do them all as a job lot.

RESOLVED TO RECOMMEND: That as requested the furniture restorer takes all the chairs that need repair in the month of August and returns them in readiness for the September meeting.

8: Grab Rails

The Clerk advised that she had requested information from Disability Wales regarding suitable hand rails however to date had not received a response. The Clerk confirmed that she would chase this matter.

9: Instruction for Fire and Safety Policy and Associated Costs.

Members were reminded that the Committee had agreed that an appropriate Fire Safety Policy and Emergency Plan needed to be produced for the Town Hall. It was confirmed Mr A Gwatkin, Health and Safety Officer at the Vale of Glamorgan Council had agreed been instructed to prepare a plan on the Town Council's behalf.

RESOLVED TO RECOMMEND: That the Clerk chases progress on this matter.

10. Replacement Union Jack Flag.

Members were advised that the replacement Union Jack flag had been purchased.

11: Town Council Notice Boards

The Committee noted that it was a decision of Council to replace the noticeboards located on the front of the Town Hall however having received quotations from various providers a review of the costs it has been determined that purchase could be delayed so in the interim period refurbishment of the notice boards would take place. Members were advised that Cllr H Wright had offered to carry out repair works on the noticeboards on behalf of Council. Cllr C George advised that Cllr Wright could utilise his garage to carry out the repairs.

RESOLVED TO RECOMMEND: That the Town Clerk liaises with Cllr Wright on the refurbishment of the Town Council Noticeboards

12: Town Hall Doors

The Clerk advised that the Amenities Supervisor and the Caretaker had confirmed they could make good and paint the outer door entering the Council Chamber.

Following discussion:

RESOLVED TO RECOMMEND: That the Town Clerk contacts local joiners/carpenters to obtain quotes for repair works on the double doors situated at the front of the Town Hall.

RESOLVED TO RECOMMEND: That the Town Council Amenities Supervisor and Caretaker make good and paint the remaining Town Hall outer doors.

13: Installation of plug socket on entrance to stairs at front of Town Hall

The Town Clerk advised that she had received a request from the Amenities Supervisor to install an additional electric socket at the entrance of the stairs leading to the Main Hall. Members were advised that the additional socket would be of benefit for both works maintenance purposes and Town Council events.

RESOLVED TO RECOMMEND: That when the electrician visits to carry out works relating to the Town Hall clock his advice regarding the installation of the plug socket is sought.

14: Telephone system – Town Council Offices

The Clerk advised that the current telephone system in the Town Council offices was problematic in that:-

- It was difficult to hear people telephoning in.
- There was only one line into the office which did not allow for two members of staff to use the telephone at the same time
- There was no intercom or call transfer facility.

Members considered the information as presented to them and felt that the system was possibly over and above Town Council requirements.

RESOLVED TO RECOMMEND: That the Town Clerk contacts an alternative supplier with regards to the provision of a new telephone system.

15: Photocopier for Town Council Offices

Members were advised that the current Samsung Printer\Copier was struggling with the capacity of the paperwork being produced. In addition some of its functionalities were not adequate to produce booklet formats. Following consideration:

RESOLVED TO RECOMMEND: That after determining that the provider can terminate the existing lease at no extra cost to the Town Council an order is placed for the Konica Minolta Bizhub C308

in accordance with the costs as presented to the Committee – (The Clerk to liaise with Cllr C George on this matter)

16. 5 Year Strategic Plan

It was noted that following a meeting of the Strategic Plan Committee it had been agreed that the Clerk would revisit the Strategic Plan and make some adjustments to its presentation and once completed this would be re-presented to both Council and the Town Hall Committee for further consideration

Tuesday 4th June 2018 at 8.00pm.

17. Town Hall Expenditure

Members were advised that the Accounts were not available for presentation however would be distributed the following morning (Wednesday 4 July 2018) for information and the Town Clerk would be happy to respond to any queries.

18. Date and Time of Next Meeting

Tuesday 4th September at 8pm.

The meeting concluded at 9.00 pm