

**Cowbridge with Llanblethian Town Council
Minutes of the Meeting of the Town Hall Committee
held in the Council Chamber, Cowbridge Town Hall,
on Tuesday Wednesday 8 May 2019**

Present: Chairperson – Cllr J Andrew
Deputy Chairperson - Cllr S Vaughan
Deputy Mayor – Cllr A Trousdell

Councillors: Cllr C George, Cllr S Cox, G Cox

In Attendance: Town Clerk – C Anderson.
Assistant Town Clerk – S Hookins

1: Apologies for Absence.

Cllr T Williams - Personal
Cllr B Saidi - Personal
Cllr J Wallis - Personal

2: Declarations of Interest.

None.

3: Matters arising from the Committee Meeting held on Tuesday 2 April which are not already on this agenda.

Page 1, Agenda Item3, Gas Cooker

The meeting was advised that the gas cooker had been collected and monies received. The Committee asked that thanks be given to Ms S Hookins, Assistant Town Clerk for her work in Resolving this issue.

Page 1, Agenda Item 3, Rate Review

Councillor Vaughan advised members that she had been chasing a response on this matter and had now received an advisory email that an official reply would be received within 20 days. It was noted that rate relief may be available to the Town Council and following discussion:-

Resolved to recommend: That Cllr Vaughan makes relevant enquiries with the Vale of Glamorgan Council on behalf of the Town Council and report back accordingly.

It was noted that this item already been discussed at the Finance and Governance Committee and as such would in future just be considered and that committee.

Page 1, Agenda Item 3, Front Door repairs

The Clerk confirmed that enquiries were made with 2 local tradesmen who were unable to carry out the work . Members were informed that another local tradesperson had now been contact and it was hoped that a response would be received shortly

Page 2, Agenda Item 6, Email system update and purchase of computers/laptops

The Clerk advised that to date no further progress had been made on this however she had been chasing on a regular basis. Cllr G Cox agreed to make further enquiries to see if the matter could be advanced in any way.

Page 3, Agenda Item 7, Piano, Lesser Hall

Agreed that the piano must be disposed of as a matter of urgency.

4: Town Hall Expenditure\Accounts April 2019

It was noted that there had been very little movement financially this month.

Resolved to Recommend: That the monthly accounts for April 2019 are accepted.

5: Chairs Town Hall (referred from Full Council Meeting April 2019)

Members agreed that it was important that all damaged chairs should be disposed of as a matter of urgency. It was further recognized that the chairs needed for wedding ceremonies may differ from those needed for Big Screen.

Following discussions:

Resolved to Recommend: That the Town Clerk progresses the purchase of new chairs as a matter of urgency and brings costed proposals to the next meeting of the Town Council.

6: PPE for staff

Discussion took place on appropriate personal protective equipment for staff alongside the necessity for an up to date inventory of equipment currently being used by maintenance and caretaking staff.

Resolved to recommend: That staff should be provided with appropriate PPE equipment to include gloves and goggles and advised that they must be used when necessary.

Resolved to recommend: That the Town Clerk prepares an inventory of tools and equipment currently being used by maintenance staff and ensures that they are in accordance with the Provision and Use of Work Equipment Regulations 1998 (PUWER)

Cllr Badir expressed an interest in this matter and it was agreed that he should be a member of the Events Working Group.

7: Purchase of Ladders (referred from Full Council Meeting April 2019)

The Clerk advised there was a need to purchase ladders as a matter of urgency to enable the Maintenance and Caretaking Staff to carry out their work

Members were provided with details of appropriate scaffolding and industrial ladders.

Resolved the Recommend: That if agreed by the Health and Safety Advisor that the equipment was suitable for purpose to purchase at a cost of £818.46

8: Town Hall Lift Project

Construction Design Management – Mr S Biggs Ltd

The Clerk asked that the additional necessary costs of £1040 for Construction Design Management are noted and have been added to the overall costs when submitting grant applications.

Grant Funding – Update

The Clerk confirmed that completed grant application had been submitted to the Strong Communities Grant Fund.

9. Accessibility Update

a)Grab Rail

Clerk reported no response from Conservation Officer. Agreed that the Clerk would obtain 3 possible designs for grab rails for the front of the building, and these should be sent to the Conservation Officer requesting an early response and emphasising that a member of the public had recently fallen at the location in question.

b)Signage

No Progress – agreed that upon completion of work for Audit Miss Hookins should progress this item.

c)Ramp

No Progress – agreed that upon completion of work for Audit Miss Hookins should progress this item

10: Use of banners at the rear of the Town Hall Premises

Following discussion it was agreed that the original policy for the placing of banners at the back of the building should be located and reviewed at the next meeting of the Town Hall Committee

11: Date and Time of Next Meeting

Tuesday 11 June at 6.00pm.