

**Cowbridge with Llanblethian Town Council  
Minutes of the Meeting of the Town Hall Committee  
held in the Council Chamber, Cowbridge Town Hall,  
on Tuesday 5 March 2019**

**Present:** Chairperson – Cllr J Andrew  
Deputy Chairperson - Cllr S Vaughan  
Mayor – Cllr T L Williams  
Deputy Mayor – Cllr A Trousdell

**Councillors:** C George, S Vaughan, H Wright, J Wallis, B Saidi

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

Cllr J Andrew welcomed newly elected Cllr B Saidi to the meeting

**1: Apologies for Absence.**

Cllr G Cox - Health  
Cllr J Wallis - Personal

**2: Declarations of Interest.**

None.

**3: Matters arising from the Committee Meeting held on Tuesday 5<sup>th</sup> February 2019 which are not already on this agenda.**

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Ms Hookins, Assistant Town Clerk advised that she had not had the opportunity to follow with the gas enquiry as yet. It was confirmed that this would be done in readiness for the next Committee Meeting.

It was confirmed that a quote had been received from an alternative washroom provider however sadly it had not been like for like, therefore further enquiry had been made but no response to date.

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The meeting was advised that there had been a slight delay in purchase as the office staff were still awaiting confirmation regarding the sale of the gas cooker; members were advised that a non-returnable deposit of £100 had been received. It was agreed that the purchase of the fridge and freezer should go ahead as a matter of priority and not be reliant upon the sale of the cooker.  
Assistant Town Clerk to progress

Page 12, Agenda Item 12, Rate Review

Cllr S Vaughan confirmed that she had made enquiries with the local businesses and none had chosen to pursue a claim with the organisation the Town Council had selected. Cllr Vaughan said

she had not had the opportunity to investigate further with the valuation office. It was confirmed that

no details of any payments made with regards to this could be found in previous accounts. Cllr Vaughan confirmed that she would investigate further and report back accordingly.

**4: Town Hall Expenditure\Accounts**

Re-confirmed that gas and utility costs generally should be further investigated to ensure value for money. Cllr Andrew requested a more detailed description of costs for future accounts to enable Members to have a better understanding of what for and to whom money was being paid.

**Unanimously resolved to recommend:** That the monthly accounts for February 2019 are accepted.

**5: Town Hall Hire**

Cllr H Wright advised that there had been a very productive meeting of the working on the 5<sup>th</sup> March with discussion taking place about how to better promote the Town Hall. It was confirmed that the working group would report back to the Town Hall Committee.

The Assistant Town Clerk confirmed that it had been discovered that the Town Hall had not been added to the list of approved premises for Marriage and Civil Partnerships; this had now been addressed and should be rectified in the next few days.

a) Benchmarking – Town Hall Fees and Hire

The Assistant Town Clerk confirmed that she was in the process of re-writing the Terms and Conditions for the hire of the Town Hall and was hopeful that they would be ready for presentation to the next meeting of the Town Hall Committee.

b) Security\Locking up proposal (brought forward from Council meeting)

Confirmed that security and locking up proposals would be incorporated into the Terms and Conditions of hire. Further confirmed that in accordance with advice from Health and Safety advisors Ellis Whittam some of the locks on the doors had already been adapted.

The Clerk advised that a further meeting with Ellis Whittam would be taking place on 26 March 2019, Cllr J Andrew at Town Clerk in attendance. Following this meeting a comprehensive report\plan would be put together to include issues regarding evacuation and fire procedures and once completed it would be presented to both Committee and Council for consideration

**6: E-mail system update and purchase of computers\laptops**

The meeting was advised that following further liaison with the Vale of Glamorgan IT Department a meeting to finalise this matter would be taking place within the next two weeks.

**7: Front doors repair update - update**

Confirmed that the repairs had now been carried out.

**8. Accessibility Update**

a) Grant funding – Town Hall Lift

The Clerk confirmed that she had completed and submitted one application for Grant Funding and had attended a meeting with Helen Blackmore, Senior Rural Regeneration Officer, Vale of Glamorgan Council with regards the Stronger Communities Grant Fund which had been very positive. The Clerk further confirmed that she had started to look at the application form for this fund and would be liaising with Cllr Chris George with regards completing the paperwork on this.

Cllr George advised that he had been researching other grant funding opportunities to include suitable Lottery Funding options and more local funding options and he would be liaising with the Clerk on this.

b) Grab Rail

The Clerk advised that she had not had the opportunity to progress this item. It was agreed that the matter should be progressed as soon as possible.

c) Signage

Confirmed that some improvements had been made however the matter has been put on hold until the meeting with the Health and Safety advisors had taken place.

d) Ramp

Clerk and Cllr Andrew to visit Sylvia Williams Chemist to see how the ramp they own works and consider suitability for the Town Hall.

**9: Furnishing for Council Chamber**

Following the meeting the Event Working Group it was agreed that this matter should be temporarily deferred.

**10: Leak in Lesser Hall Radiator**

The Clerk advised that emergency repair had been carried out on one of the radiators in the Lesser Hall as it had been leaking badly.

**Resolved to recommend:** That all further services of the boilers should include the radiator checks.

**11: Baby Changing Unit**

It was confirmed that the unit had now been purchased at a cost of £190 excluding VAT, not yet installed.

It was noted that a nappy bin would need to be purchased.

**12: Date and Time of Next Meeting**

Tuesday 2 April 2019 at 8.00pm.

The meeting concluded at 8.55 pm