

Cowbridge with Llanblethian Town Council
Minutes of the Meeting of the Town Hall Committee
held in the Council Chamber, Cowbridge Town Hall,
on Tuesday 2 October 2018 at 8.00pm.

Present: Mayor Cllr T L Williams
Chairperson – Cllr J Andrew

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

In Attendance: Town Clerk – Ceri Anderson.

1. **Apologies for Absence.**
Deputy Mayor - Councillor A Trousdell
2. **Declarations of Interest.**
None.
3. **Matters arising from the Committee Meeting held on 4th September 2018, which are not on the agenda.**
Page 2, Item 5 – Repairs to Town Hall Roof.
The meeting was advised that it would appear that there had been a blockage in the guttering which has naturally resolved the blockage problem. The Clerk informed the Committee that she was still awaiting confirmation from the contractor as to when he would be coming to inspect the roof above the Lesser Hall.

Page 3, Item 8 – Telephone System.
It was confirmed that the new Telephone System would be installed on the 10 October 2018 with training taking place on the 12th October 2018.

Page 4, Item 10 – Accessibility – Grab Rails
The Clerk confirmed that she had made arrangements for the blacksmith from Nottage Forge to visit the Town Hall to give professional advice on the installation of Grab Rails. The Clerk to report back following the visit.

Page 4, Item 10 – Accessibility - Signage
Cllr Andrew advised that this item was being deferred to the next meeting.

Page 5, Item 10 – Accesibility - Ramp
Cllr Andrew confirmed that he had made arrangements for the Clerk and himself to visit the Sylvia Williams chemist to look at their ramp and how it is used. Members recognised that any ramp the Town Council decide to use must be DDA compliant.

Page 5, Item 11 – Disposal of Furniture
The Clekr confirmed that Cllr H Wright had kindly disposed of 15 of the chairs, a further 15 remaining at the current time.

Page 5, Item 12 – Marriage Licence
The Clerk confirmed that she had obtained the forms for completion to enable marriage ceremonies to take place at the Town Hall as previously agreed by Council, the fee for the application was £1,100. Cllr C George informed that Clerk the car parking for the registrar would need to be considered.

A request was made by Cllr Andrew to change the order of business on the agenda to accommodate the Town Hall Expenditure Accounts

4. Town Hall Expenditure 2018/19

The Assistant Town Clerk confirmed that all payments in relation to the repair of the town clerk had been settled.

Cllr Andrew advised members that year to date there was a slight overspend on the budget due to unexpected repair works. It was agreed that this would be monitored closely.

5. Lift Update

The Committee was advised that confirmation of listed building consent had still not been received however it was hopeful that this matter should be resolved within the next week. It was noted that a sub-committee had met to discuss potential funding for the lift.

Cllr Andrew informed that Committee that once the consent had been received the next stage would be to take advice from the quantity surveyor, costs of which to be confirmed (*plenary powers given re costs to Clerk at last meeting*). When the listed building consent and report from the quantity surveyor obtained the matter would be brought to Council for full consideration.

6. Repairs of Well

Members were advised that the seal around the well in the Mayor's Parlour had become unsafe and in urgent need of repair. The Clerk said that on the grounds of urgency she arranged for the seal to be repaired at an approximate cost of £300 and at the moment the well had been cordoned off for safety purposes.

Resolved to Recommend: That the Clerk instruction to carry out repair work on the well be accepted in retrospect on the grounds of health and safety.

7. Town Hall Doors and Brass Plaques

Doors

The Clerk confirmed that she had not received confirmation from the carpenter with regards to repair of the Main Hall doors to the front of the building but would continue to chase.

Plaques

It was noted that there was a significant cost to replacing the plaque located outside the Town Hall office from plastic to brass.

Following discussion:

Resolved to recommend: That the Clerk makes further investigations into suitable alternatives and costs and report back to the next meeting.

8. Chairs – Booking Form Requirement.

The Assistant Town Clerk circulated draft updated booking forms to members. It had been identified that alongside the rules regarding the setting up of the chairs for users, the existing booking form needed updating and it was currently fairly lengthy and in some cases ambiguous in nature. The Committee was advised that further consideration of rules and regulations, charges and differential between single users and regular needed to be made.

Resolved to Recommend: That the Assistant Town Clerk prepares update in draft to be considered at the next meeting.

Members were asked to consider the inclusion of hire of the Council Chamber.

Resolved to Recommend: That vetted organisations be allowed to hire the Council Chamber.

9. Cowbridge Music Festival

Councillor Andrew said that during the recent Music Festival he had noted that only 1 event had taken place in the Town Hall and felt that enquiries should be made as to how the Town Council could engage better with such a successful annual community event.

It was agreed that Cllr Andrew would make enquiries about this and report back to a future meeting of the Committee.

10. Silhouette

The Clerk confirmed that three Perspex silent silhouettes had been awarded and received from the British Legion as part of a grant application by the Town Council in commemoration of Remembrance Sunday and the end of the 1st World War. It was agreed that these silhouettes were not suitable for outdoors and consideration was made of an alternative.

Resolved to Recommend: That the Town clerk is given plenary powers to purchase “Tommy” silhouette at a cost of £250.

11: Quotation for Interior Decorating for Cowbridge Town Hall

(The Assistant Town Clerk left the Chamber whilst this item was being discussed)

The Committee was presented with two quotations for the decoration works in the Main Hall.

Following discussion:

Resolved to Recommend: That the Town Clerk obtains a third quote for the work and report back to the next meeting.

12: Information on Cooker Resale and Purchase

The Assistant Town Clerk presented members with information on potential sale of existing cooker and costs of replacement. It was noted that a cooker was an important asset to retain too encourage users to hire the Town Hall Facilities.

Following lengthy discussion:

Resolved to Recommend: That the Assistant Town Clerk makes further investigation into current use of the facility alongside confirmation of achievable income from sale of existing oven.

13. Open Doors

The Committee was provided information about one of the Welsh Government's historic environment service organised by Cadw, called Open Doors that offers both local people and visitors alike the chance to explore the hidden treasures of Wales's culture and history.

Members were asked if this could be something that the Town Hall could potentially be involved in, in the future.

It was agreed that this was a good idea and should be investigated further. The Clerk to liaise with the Museum Society and report back to a future meeting.

13a. Tabled Item – Pantomime

It was agreed that the Clerk would contact Cllr J Wallis to get an update on this item and report back to the next meeting of Council.

14. Date and Time of Next Meeting

Tuesday 6th November 2018 at 8.00pm.

The meeting concluded at 9.10 pm