

Cowbridge with Llanblethian Town Council
Minutes of the Meeting of the Town Hall Committee
held in the Council Chamber, Cowbridge Town Hall,
on Tuesday 6th February 2018 at 8.00pm.

Present: Chairman – Councillor J M Andrew
Mayor – Councillor Mrs S Vaughan
Deputy Mayor - Councillor T L Williams MBE.
Councillors: G A Cox, C George and J R Harris.

In Attendance: Town Clerk – Mr David B Morris.

1: Apologies for Absence.

None

2: Declarations of Interest.

None

3: To confirm the Minutes of the Town Hall Committee Meeting held on the 9th January 2018.

Proposed by Councillor J M Andrew, seconded by Councillor Mrs S Vaughan that the minutes of the Town Hall Committee held on the 9th January 2018 be confirmed as a correct record and duly signed.

Resolved as proposed.

4: Matters arising from the Committee Meeting held on 9th January 2018, which are not on the agenda.

None.

5: Matters arising from the Town Council Meeting held on 23rd January 2018, which are not on the agenda.

None.

6: Maintenance of Town Hall.

6.1. Maintenance Programme 2017/18 to 2022/23.

Update Refurbishment Lesser Hall Annexe and Kitchen.

The Town Clerk advised that SRB Decorating is due to commence the refurbishment to the ceilings and decorating of the Lesser Hall Lounge/Annexe and Kitchen on the 19th February 2018. The work will take about three weeks. Hirers of the Lesser Hall have been informed and where possible they have been accommodated in the Main Hall or just in the Lesser Hall. No additional charges are being placed on hirers who use the Main Hall instead of the Lesser Hall.

Noted.

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6: Maintenance of Town Hall (Continued):

6.2. Repairs to Town Hall Main Roof.

The Town Clerk advised that Martin Roofing Contractors had attended at the Town Hall on 28th January and carried out repairs to the roof. Currently waiting for an inspection report and photographs from him in relation to the condition of the roof and if there is any further work required.

Noted.

6.3. Service/Repair to Town Hall Clock – Quotes to Repair Clock Hand.

The Town Clerk advised that two quotes had been received for repairs to the West Facing Clock in relation to the broken hand –

- Smith of Derby £1,696 plus VAT
- James Ritchie and Son £2644 plus VAT

These quotes plus photographs had been submitted with a claim form to the Town Council Insurers Zurich Municipal.

Noted.

7: Town Hall Fire Safety Risk Assessment – Upgrade to Fire Alarm System.

The Town Clerk advised that Tremorfa Ltd had installed the final two smoke detectors in the inner corridor of the Town Hall. All the work identified in the fire safety risk assessment had now been completed.

Noted.

8: Limited Ability Access.

8.1. Installation of a ‘Fire Rated Disability Lift’ – Proposed Plan.

An email summary report from the Architect was circulated to Members detailing the current position in relation to the cost and feasibility of installing a lift in the West Entrance of the Town Hall. Indicative costs for the lift had been obtained from Simply Access Lifts at £19,275.00. However a lower cost could be achieved on tender. The cost from a Structural Engineer to install the lift had been obtained at £525.00. It was recommended that Listed Building Consent be submitted as soon as possible and a Quantity Surveyor be engaged at a cost of £375.00 to prepare budget costs for approval by the Town Council. This could then be used to prepare Detailed Design proposals with a Structural Engineer.

Noted.

Councillor J M Andrew advised that he had thought the architect would provide an outline proposal including an estimated cost for the project. He would arrange to meet with the architect to clarify the way forward and costs. In addition he wished to meet with the Vale of Glamorgan Council Safety Officer to go through the Health and Safety implications of installing a lift in the Town Hall, especially the impact on the capacity for the Main hall and Fire Safety requirements. He invited other Committee Members to join him for these meetings.

8.2. Installation of ‘Grab Rails’ at the Public Entrance to Council Chamber.

The Town Clerk advised that no update had been received from the Disability Adaption Officer, Vale of Glamorgan Council in relation to whether planning permission would be given to install a ‘grab’ rail at the entrance to the Chambers and the Clerk’s Office. Enquiries to be made to get a response for the next Committee meeting.

Noted.

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9: Review of Town Hall Conditions of Hire – Letter to Assistant Town Clerk.

Members noted the letter sent by the Town Clerk on behalf of the Town Council to the Assistant Town Clerk and her response. Agreed to amend the Conditions of Hire and to monitor the situation.

Noted.

Councillor J M Andrew highlighted that the Town Council web page to download the Hire Forms was not working. The reason for this was that the e-Hire Forms had been removed because it was necessary for potential hirers to speak to the Town Clerk's office to discuss the hire in relation to date, which hall was required, type of function, times and costs. The web page needed to be updated informing potential hirers to contact the Town Clerk's office but users should still be able to access the Conditions of Hire.

10: Expenditure Budget – 1st April 2017 to 31st January 2018.

The Expenditure Budget up to the 31st January 2018 was circulated at the meeting which showed an actual spend of £27,474.62 and an anticipated spend of £3,380.00 totalling £30,854.62 leaving a remaining expenditure balance of £13,145.38.

Noted.

11: 5 Year Strategic Plan – Town Hall Committee.

Members reviewed the 5 year Strategic Plan as it related to the Town Hall Committee. It was noted that the Annual Review of Energy Suppliers had already taken place and would be undertaken annually.

A copy of the existing Town Hall Energy Audit to be circulated to Committee Members for review and future discussion to produce an Energy Plan.

Councillor C George agreed to progress registering the Town Hall as a venue for film productions and how to improve marketing the Town Hall as an attractive venue for hire. He would report back to the Committee at its next meeting.

12: Christmas Pantomime – ‘Sleeping Beauty’ – Saturday 8th December 2018.

The Town Clerk advised that the Pantomime for 2018 had been booked with Pantobus for Saturday 8th December 2018 at a cost of £795.00, with the deposit of £120.00 to be paid in April 2018. The Pantomime would be ‘Sleeping Beauty’.

Noted.

13: Correspondence.

None

14: Matters to be discussed at the discretion of the Chairman.

None.

15: Date and Time of Next Meeting –

Tuesday 6th March 2018 at 8.00pm.

Councillor J M Andrew
Chairman.