

**Cowbridge with Llanblethian Town Council
Minutes of the Meeting of the Town Hall Committee
held in the Council Chamber, Cowbridge Town Hall,
on Tuesday 4 September 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, J Wallis, H Wright,

In Attendance: Town Clerk – Ceri Anderson.

1. Apologies for Absence.

None

2. Declarations of Interest.

None.

3. Matters arising from the Committee Meeting held on 3 July 2018, which are not on the agenda.

Page 1, Item 4 - Cups and Saucer provision.

Cllr Vaughan confirmed that she had now ordered a further 48 white cups and 48 white saucers to replenish those that had been damaged or lost.

Page 1, Item 4 - Display Energy Certificate.

It was confirmed that the Energy Certificate had been received and was on display in the Town Hall.

Page 2, Item 7 – Refurbishment of Chamber Chairs

Confirmed all chairs now fully refurbished

Page 3, Item 13 – Installation of plug socket

Members were advised that plug socket had been installed

Page 3, Item 15 – Photocopier for Town Council Offices

Confirmed that the new printer had been installed and was fully functional.

Page 4, Item 16 – 5 Year Strategic Plan

The Clerk confirmed that she had revisited the 5 year plan and it was now complete in draft format. Members were informed that the draft had been sent to The Town Mayor, and the Chairpersons of the 4 Committees for further consideration before being presented to the Finance and General Purposes Committee.

A request was made by Cllr Andrew to change the order of business on the agenda to accommodate the Town Hall Expenditure Accounts being placed as the first item for discussion in the future. Members agreed to the suggestion.

4. Town Hall Expenditure 2018/2019

The Assistant Town Clerk, Ms S Hookins presented the accounts to members. The committee was advised that all the outstanding invoices for roof repairs had been paid. Further advised that there had been a query on the invoice in relation to the Clock Repairs which had led to a delay in payment being made.

It was noted that there was an anomaly in the variance column on the Town Hall Accounts which needed to be amended

Resolved to Recommend: That with the amendment as discussed the accounts are accepted.

5. Repairs to Town Hall Main Roof & Guttering.

Members were advised that repairs to both the roof and guttering as previously had been completed and the scaffolding had now been removed.

Cllr Andrew advised that unfortunately the following a heavy downpour of rain further problems had been discovered and there was now a leak in the roof in the lesser hall and there was need for further guttering repair.

Following discussion:

Resolved to Recommend: That the Clerk liaises with the Chairperson to obtain a quotation for the additional works.

That on the grounds of urgency the Clerk be given plenary powers to arrange for the work to be carried out at a cost of no more than £1500.

6. Town Council Noticeboards

Cllr Andrew advised the Committee that both Town Hall noticeboards had been fully refurbished during the summer recess and offered a vote of thanks to Cllrs George and Wright for carrying out the work. It was noted that the in-house refurbishment had led to a saving in excess of £2,000.

7. Town Hall Doors and Brass Plaques

Doors

Members were informed that the amenities supervisor and caretaker had now refurbished 4 of the Town Hall entrance doors. It was agreed that the refurbishment work had been carried out to a high standard. Cllr Andrew said that the doors at the front of the building leading directly to the main hall were in need of refurbishment and a specialist carpenter had been sourced to carry out the repair work.

The Committee was presented with a quotation for repair works from TGJ Carpentry at a cost of £275.00.

Resolved to Recommend: That the quotation for £275 as presented is accepted and the repair works are carried out.

Item 7 cont'd

Brass Plaques

The committee was asked to consider the matter of replacing the existing door plaques that were made of an acrylic material with brass plaques for consistency and to be in keeping with others on the Town Hall Building. Members were also asked to consider the purchase of an additional door plaque at the West Entrance to indicate "Main Hall". The Clerk advised that in line with the Council's commitment to the Welsh Language Policy all plaques must be bi-lingual.

Resolved to Recommend: That the Town Clerk with the assistance of Cllr H Wright obtain quotes for the plaques and report back to the next meeting.

8. Telephone system – Town Council Offices.

Members were reminded that the Committee had previously discussed the provision of a new telephone system for the Town Council offices and the Town Clerk had been asked to obtain a further quotation from an alternative supplier.

Members were provided with an alternative quotation from GT Telephones for an on-site facility and a hosted facility.

Following discussion it was :

Resolved to Recommend: That the quotation for the hosted facility is accepted with the following provisos:-

- 1) The provider can confirm the telephone number is portable
- 2) The provider can confirm the internet connection in the Town Hall is adequate to sustain the hosted system.

9. Kitchen Equipment.

The Committee were informed that following a recent visit by the Gas Engineer the oven in the Lesser Hall had now been recorded as an at risk item. The Assistant Town Clerk said that following a change in Health and Safety Regulations other Council's had found themselves in a similar position and had decided to sell the commercial item on and purchase an adequate domestic alternative.

Resolved to Recommend: That investigation is made into how many of the hirers utilise the oven as a cooking facility and report back to the next meeting.

Resolved to Recommend: That enquiries are made as to how much the Council is likely to obtain for the sale of the existing commercial cooker.

10: Accessibility

Lift

The Committee was advised that there had been a delay in obtaining the listed building consent for the proposed installation of a lift in the Town Hall. Cllr Andrew said that once listed building consent had been received it would be necessary to employ a quantity surveyor to provide Council with an estimate of how much the installation would cost.

Following discussion:

Resolved to Recommend: That the Clerk contacts the appropriate officers to chase progress on the listed building consent application.

Resolved to Recommend: That once listed building consent is received the Clerk be given plenary powers to employ a quantity surveyor on behalf of the Town Council – budget set at no more than £375.00.

Resolved to Recommend: That a small sub-committee is formed to investigate how the installation of a lift can be funded. Nominated Members – Cllrs T Williams, J Andrew, C George (Town Clerk to Administer).

The Meeting was advised that members of the community had indicated that they would be prepared provide a financial contribution for the installation of a lift in the Town Hall. It was agreed that the should investigate the legalities of the Council receiving financial donations from members of the public.

Grab Rails

The Clerk confirmed that she had attempted to contact the Conservation Officer on a number of occasions about the installation of grab rails at the entrance to the Town Hall but had not received a response.

Members were provided with a quotation for the work at a cost of £650 and it was confirmed that the materials to be used were in keeping with the requirements for the building.

Following discussion:

Resolved to Recommend: That the Clerk seeks an alternative quotation for the grab rails.

Resolved to Recommend: That the Town Clerk be given a budget of up to £650 for the installation of grab rails x 4.

Resolved to Recommend: That the Clerk writes to the Conservation Officer providing details of the grab rails and advising him that installation is going ahead.

Signage

The Committee was informed that some of the signage in the Town Hall was inadequate, especially given that the Town Council was committed to Cowbridge being a Dementia Friendly Town.

Resolved to Recommend: That the Chair of the Town Hall Committee and the Clerk would review the signage in the Town Hall/

Resolved to Recommend: That the Town Clerk be provided with a budget of up to £200 to purchase appropriate signage.

Ramp

The Committee was asked to consider the purchase of a portable ramp to assist with access to the Council Chamber.

The Committee agreed that further investigations should be made about the purchase of a ramp before any decision is made and that this item could be brought back to a future meeting.

11: Disposal of Furniture

The Committee was asked to consider the disposal of stackable chairs stored in the Town Hall that were no longer being used.

Resolved to Recommend: That the chairs are disposed of.

12: Marriage Licence

The Town Clerk advised that she discovered that a number of Councils were offering people the opportunity of getting married in their Town Halls and suggested this could be an opportunity for Cowbridge with Llanblethian Council.

Following discussion:-

Resolved to Recommend: That the Clerk applies for a licence that enables wedding ceremonies to be carried out in the Town Hall.

13. Date and Time of Next Meeting

Tuesday 2nd October June 2018 at 8.00pm.

The meeting concluded at 9.10 pm

DRAFT