

**Cowbridge with Llanblethian Town Council  
Minutes of the Meeting of the Town Hall Committee  
held in the Council Chamber, Cowbridge Town Hall,  
on Tuesday 8 January 2019 at 8.00pm.**

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

**Councillors:** G Cox, C George, S Vaughan, H Wright,

**In Attendance:** Town Clerk – C Anderson.

*The Chair asked that it be noted that the meeting started at 8.10pm*

**1: Apologies for Absence.**

Cllr J Andrew - Personal  
Cllr J Wallis - Absent

**2: Declarations of Interest.**

None.

**3: Matters arising from the Committee Meeting held on Tuesday 6<sup>th</sup> November 2018 which are not already on this agenda.**

Page 3, Item 10, Draft Version of Cowbridge Town Hall Fire and Safety Policy.

The Town Clerk advised that the new Health and Safety provider Ellis Whittam had indicated that part of the provision of their contract would be to provide a comprehensive Fire and Safety Policy for Council

Page 3, Item 14, Main Hall ceiling repair update

The Clerk confirmed that the scaffolding town had been ordered and the contractor was awaiting delivery. Members agreed that it would be beneficial to repair any other significant cracks in the ceiling whilst the scaffold tower was on the premises to a cost of no more than £250.

**4: Town Hall Expenditure\Accounts**

Resolved to recommend: That the monthly accounts for December 2018 are accepted

**5: E-mail system update and purchase of computers**

The Clerk directed members to the email received from the IT Department at the Vale of Glamorgan Council which indicated that the installation of new IT computer equipment would be delayed due to personnel problems within the IT Department. The Clerk confirmed she would update members as and when any progress was made.

**6: Front Doors repair update**

It was confirmed that the work had now been repair carried out on the Town Hall door frame and necessary painting would be carried out within the next few days.

**7: Main Hall - ceiling repair update**

Confirmed that this matter had been discussed under matters arising.

RESOLVED TO RECOMMEND: That the Clerk be given plenary powers to authorise additional spend of up to £250 to carry out any other necessary work.

**8: Grant Funding – Town Hall Lift**

RESOLVED TO RECOMMEND: That the Town Hall Lift working group be given authority to start seeking necessary funding

RESOLVED TO RECOMMEND: That the Town Clerk starts seeking out and submitting necessary grant application on behalf of Council.

**9: Security\Locking up proposal**

Members were advised that the Assistant Town Clerk had drafted security/locking up proposal for members to consider in readiness for changes in procedure from April 2018.

It was noted that suggestion had been made that instead of change of locks an additional lock should be added to give the Town Council improved security when the Town Hall was closed.

Members agreed that at Category B and C in the proposal the deposit should be £50.

It was further agreed that hirers wishing to use the Town Council Chamber should be vetted on an individual basis.

RESOLVED TO RECOMMEND: That with the amendments as listed the Security\Locking up proposal is accepted.

**9a: Additional Item**

The Clerk advised that it had been reported on 8/1/19 that one of the fridges in the Lesser Hall needed replacement and suggested this could be a good opportunity to purchase a freezer as opposed to have 2 x fridges:

RESOLVED TO RECOMMEND: That the Town Clerk\Assistant Town Clerk investigates the requirements of the Council further and reports back accordingly.

**10. Date and Time of Next Meeting**

Tuesday 5<sup>th</sup> February 2018 at 8.00pm.

The meeting concluded at 8.45 pm