

**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<sup>th</sup> June 2018 at 8.00pm.**

**Present:** Mayor – Councillor Mr T L Williams  
Councillors: J Andrew, G A Cox, C George, J H Wallis and H P Wright

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

The meeting was opened by the Mayor, Councillor T L Williams.

**Item 1: Appointment of Chairman for the ensuing year.**

**Proposed** by Councillor C George, seconded by Councillor J Wallis that Councillor J Andrew is appointed Chairman for the ensuing year.

**Resolved** as proposed.

*Councillor J Andrew took the chair.*

**Item 2: Proposed** by Councillor J Andrew, seconded by Councillor T L Williams that Cllr C George is appointment of the Vice Chairman.

**Resolved** as proposed.

**Item 3: Apologies for Absence.**

Councillor A Trousdell	-	Personal
Councillor S Vaughan-	-	Personal
Councillor J Harris	-	Personal

**Item 4: Declarations of Interest.**

None

**Item 5: Matters arising from the Committee Meeting held on 9<sup>th</sup> May 2018, which are not on the agenda.**

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The Clerk advised that Cllr S Vaughan had carried out a check of the cup and saucer provision and that she along with the Clerk would ensure that necessary replacements would be purchased.

**Item 6: To confirm calendar of meetings for 2018/19**

Noted.

**Item 7: To consider Terms of Reference for Town Hall Committee**

Members were advised by the Clerk that the Terms of Reference provided were purely a draft to be used as a working document. The Clerk said that for audit purposes it would be important that each committee has their Specific Terms of Reference.

**Resolved to Recommend: That the Terms of Reference provided be accepted as a draft document and that members of the committee send any comments\revisions to the Clerk before the next meeting for her to amend accordingly and present at said meeting.**

**Item 8: Repairs to Town Hall Main Roof**

The Clerk advised that works had begun to carry out the necessary repair to the gable end of the Town Hall. Members were further advised that the roofing contractor originally employed to carry out a survey on the roof were returning to site on 7<sup>th</sup> June to use the opportunity to inspect the other area of the roof above the main hall.

**Item 9: To consider email correspondence from Martin Roofing Contractors – repair of guttering side of Town Hall Building.**

Members were advised that while making initial inspection the area of roof referred to at Item 8 the contractor noticed that guttering at the rear of the building was in need of repair and causing damage to stonework. The Committee was asked to agree that the repairs be carried out as a matter of urgency.

**Resolved to Recommend: That the quotation for £780.00 (inclusive of VAT) is accepted and the contractor be instructed to carry out the necessary works.**

**Item 10: Service/Repair to Town Hall Clock (Update)**

The Clerk advised the Committee that the works relating to the repair of the Town Hall Clock would be starting on 7<sup>th</sup> June 2018.

**Item 11: Refurbishment of Chamber Chairs (Update)**

The Clerk advised that a number of reminders had been sent to chair restorer however no progress had been made to date. It was agreed that Cllr J Andrew would chase progress regarding this item.

**Item 12: Grab Rails (Update)**

Members of the Committee were shown examples of grab rails. The Clerk advised that she had contacted Mr P Thomas, Conservation Officer on this matter and was awaiting a response.

**Resolved to Recommend: That the Clerk seeks advice from Disability Wales as to the most suitable grab rails for the building.**

**Resolved to Recommend: That following suitable advice from Disability Wales the Clerk provides the Committee with details of products and costs.**

**Resolved to Recommend: That once the necessary information has been received from Disability Wales the Clerk progresses the matter with Mr P Thomas, Conservation Officer.**

**Item 13: Display Energy Certificate**

The Clerk confirmed that the Mr L Russell of Frontline had visited the Town Hall and carried out the required survey and was now awaiting certificate and report.

**Item 14: 5 Year Strategic Plan**

The Committee considered the following items in relation to the five year plan:-

a) Energy suppliers

Members were reminded that it was part of the plan that energy suppliers would be reviewed on annual basis.

b) Promotion of the Town Hall Facilities

Councillors discussed the financial benefits of encouraging greater use of the Town Hall. Cllr George confirmed that he had successfully registered the Town Hall on the Screen Wales website. Members considered better use of social media to further promote the Town Hall.

**Resolved to Recommend: That the Clerk works with Cllr J H Wallis on possible ways in which the Town Council could suitably use Social Media to promote the Town Hall.**

c) Responsibility of Committees

Following on from the discussions concerns were raised about the crossover of responsibility regarding financial matters between the Finance and General Purposes Committee and the Town Hall Committee. Following lengthy debate:-

**Resolved to Recommend:** That this matter be placed on the agenda for the next Town Hall Committee meeting for re-consideration.

**Item 15: Replacement Flooring for Ladies & Gent Toilets.**

The Clerk confirmed that as requested an additional quote for replacement flooring for the upstairs ladies and gents toilets had been sought.

**Resolved to Recommend: That the quotation as provided by Sorrento for £239.09 is accepted.**

**Item 16: Instruction for Fire and Safety Policy and Emergency Plan**

The Clerk advised that she had contacted Mr Gwatkin in relation to providing the Fire and Safety Policy and Emergency Plan and was still awaiting a response. The Clerk confirmed she would chase this matter.

**Item 17: Installation of lift (Update)**

Cllr J Andrew informed members that listed building consent had been submitted. The clerk confirmed that the item had been considered at the Planning Meeting of the Town council on Monday 4<sup>th</sup> June 2018.

**Item 18: Replacement Union Jack Flag**

Clerk advised that the current Union Jack Flag was in a poor condition.

**Resolved to Recommend: That the Town Clerk be given plenary powers to purchase a suitable replacement flag for the Town Hall and report back costs to Council.**

**Item 19: Town Council Notice Boards**

Following discussion:-

**Resolved to Recommend: That this item be held in abeyance until advice on the matter had been sought from the Conservation Officer.**

**Item 20: Town Hall Doors**

The Council were provided with copies of photo-shop pictures of alternative coloured doors for consideration.

**Resolved to Recommend: That a further photo-shop picture be obtained showing darker blue colour.**

**Resolved to Recommend: That the Clerk makes further enquiries with the Conservation Officer as to whether permissions would be needed to change the colour of the Town Hall doors.**

**Item 21: Purchase of Lightweight Chain Posts**

The Clerk advised the committee that due to structural works being carried out on the Town Hall, on the grounds of safety, she had purchased 2 sets of lightweight chain posts at a cost of £90.70.

**Item 22 Town Hall Expenditure 2018/19**

**Resolved to Recommend: That the Town Hall expenditure sheet as presented be accepted.**

**Item 23: Date and Time of Next Meeting**

**Confirmed date and time of next meeting Tuesday 3<sup>rd</sup> July at 8.00pm**

*Meeting concluded at 9.10 pm*