

**Cowbridge with Llanblethian Town Council
Minutes of the Meeting of the Town Hall Committee
held in the Council Chamber, Cowbridge Town Hall,
on Tuesday 11 June 2019**

Present: Mayor - Cllr A Trousdell
Deputy Mayor - Cllr S Vaughan

Councillors: Cllr C George, Cllr G Cox, Cllr H Wright, Cllr T Williams

In Attendance: Town Clerk – C Anderson.

The Town Clerk opened the meeting.

1: To elect a Chairperson

UNANIMOUSLY RESOLVED: Cllr J Andrew is appointed as Chairperson to the Committee.

2: To elect a Vice Chairperson

UNANIMOUSLY RESOLVED: Cllr S Vaughan is appointed as Vice Chairperson to the Committee.

3: Apologies for Absence.

Cllr J Andrew - Holiday

4: Declarations of Interest.

None.

5: Matters arising from the Committee Meeting held on 8th May 2019 which are not already on this agenda.

Page 2, Agenda Item 6, Email system update and purchase of computer/laptops

The meeting was advised that the laptops had now been installed and all Councillors had been provided with a link to set up their Town Council email address.

Page 2, Agenda Item 7, Piano Lesser Hall

Clerk re-confirmed that the piano was unsafe and needed to be disposed of. Members were advised that the Assistant Town Clerk was investigating a possible freely donated piano and would report back accordingly.

Page 3, Agenda Item 7, Purchase of Ladders

Confirmed that ladders and scaffolding had been delivered.

Page 3, Use of banners at the rear of the Town Hall Premises

Confirmed that whilst historically discussion had taken place and been minuted about use of Banners no previous policy could be found. Clerk was preparing draft for presentation at the next meeting.

6: Town Hall Monthly Accounts 2019

Cllr C George presented the accounts to the Committee.

It was noted that included in the figures were Insurance and Rates and these would be re-categorised now that all the financial figures had been installed into the new scribe system.

Resolved to Recommend: That the monthly accounts for May 2019 are accepted.

Clerk to check VAT on insurance.

7: To consider Terms of Reference for Town Hall Committee

The Clerk advised the committee that the External Auditor had requested to see the Council's Terms of Reference for each Committee.

RESOLVED TO RECOMMEND: That the Committee reviews the existing Terms of Reference and brings recommendations back to the next meeting of the Town Hall Committee so the document can be considered in detail.

8: Replacement of Curtains for the Council Chamber

Members were advised that the quote received for the replacement curtains was in excess of £2,000. It was agreed that if the Council Chamber was to be promoted as a venue for weddings suitable furnishings needed to be purchased.

Following discussion:

RESOLVED TO RECOMMEND: That the Clerk seeks alternative quotations for comparison in readiness for the next meeting.

9: Replacement Chairs Town Hall

The Committee was reminded that some of the existing grey stackable chairs were in poor condition and to date 30 had been disposed of.

Members were provided with 3 examples of banqueting chairs. It was agreed that two of the examples being considered would be a suitable replacement for the Town Hall.

Following discussions:

RESOLVED TO RECOMMEND: **That the Town Clerk contacts the preferred supplier with a request that two sample chairs are provided for inspection at the next Council meeting**

RESOLVED TO RECOMMEND: **That the Clerk enquires about availability and costs for larger purchases of the chairs.**

10: Purchase of crockery for Civic Events

Members were advised that it had been noted by staff that in the long-term the cost of hiring crockery for Civic Events was not financially prudent;

The Committee was further advised that suitable white crockery could be purchased at a cost of £120.00.

RESOLVED TO RECOMMEND: **That 100 suitable plates and cups and saucers are purchased with budget being set at £120.00.**

11: Health and Safety

The Clerk advised the review of the Health and Safety Report provided by Ellis Whittam had highlighted the need for three critical actions: -

Asbestos Risk Assessment

Two quotes were considered:

RESOLVED TO RECOMMEND: **That the quote for £500 is accepted.**

Fire Risk Assessment

Members reconsidered the quote from Ellis Whittam but it was agreed that the Town Clerk should continue to pursue obtaining quotes from alternative providers and report back to the next meeting.

Fixed Wiring Test

Members were advised that a local contractor had provided a quote of £1000.00 for the work to be carried out. It was agreed that the Clerk should obtain alternative quotes for the Committee to consider at the next meeting.

12: The Clerk advised that she had contacted the Conservation Officer a requested and informed him. that a member of the public had recently fallen at the location in question and therefore the grab rails were an absolute necessity. The Committee was informed that the Conservation Officer had confirmed that listed building consent must be obtained before the grab rails could be installed.

RESOLVED TO RECOMMEND: **That listed building consent is applied for with related costs being paid.**

b) Signage

No Progress – Miss Hookins would be speaking to advisors on the Dementia Friendly Day to establish what signage is required.

c) Lift

Clerk confirmed that grant applications had been submitted and she was awaiting decisions on these. Agreed that the Town Clerk should contact the S106 Officer to find out if any progress was being made on the Strong Communities Grant Fund.

13: Big Screen Film Festival

The Clerk confirmed that both she and the Assistant Town Clerk had been attending the Big Screen Committee Meetings with a view to supporting their application for funding to participate in a Film Festival in September. To enable the Big Screen to participate they were requesting use of the Town Hall over a period of 3 days which would allow a variety of big screen\cinema themed events to take place. Discussion took place about whether the Town Council should charge for the use of the Building over the weekend. Following consideration:

RESOLVED TO RECOMMEND:

That whilst there would be no charge for the use of the Town Hall any profits made over the weekend should be split so that 50% were given to the Town Council.

It was agreed that this was a special initiative and was a good community event that the Town Council should try to support. Further agreed that there should be some recognition on the promotion of the event that the Town Council were working in partnership with the Big Screen.

14: Painting of the Main Doors at Front of Building

Members were reminded that it had been agreed that the Clerk should seek quotes for the painting of the front doors of the Town Hall. The Clerk advised that now suitable ladders had been purchased Mr. W Harland (Caretaker) had agreed to carry out the work.

Agreed it would be beneficial if the doors could be completed before the Civic Service in July.

15: Date and Time of Next Meeting

Tuesday 9 July at 6.00pm.