

**Cowbridge with Llanblethian Town Council
Minutes of the Meeting of the Town Hall Committee
held in the Council Chamber, Cowbridge Town Hall,
on Tuesday 2 April 2019**

Present: Chairperson – Cllr J Andrew
Deputy Chairperson - Cllr S Vaughan
Mayor – Cllr T L Williams

Councillors: C George, J Wallis, B Saidi

In Attendance: Town Clerk – C Anderson.
Assistant Town Clerk – S Hookins

1: Apologies for Absence.

Cllr G Cox - Health
Cllr J Wallis - Personal
Cllr A Trousdell – Personal
Cllr H Wright - Personal

2: Declarations of Interest.

None.

3: Matters arising from the Committee Meeting held on Tuesday 5 March which are not already on this agenda.

Page 1, Agenda Item3, Gas Cooker

The meeting was advised that the gas cooker was to be collected within the next 7 days.

Confirmed that both the fridge and freezer had been purchased and installed.

Page 12, Agenda Item 12, Rate Review

Cllr S Vaughan confirmed that she had not received a response from the valuation office and would chase the matter.

Page 2, Minute no 5b, Security\Locking up proposal

Confirmed following advice from Ellis Whittam panic bolts installed.

Page 2, Agenda Item 7, Front Door repairs

Cllr Andrew advised that for clarity only the bottom half of the main front doors had been repaired and following inspection due to the height of the area involved it was felt that it would be better for the Clerk to obtain quotes for the repair and painting of the doors.

Agreed that the Town Clerk should make enquiries and report back to the committee at the next meeting.

Page 3, Agenda Item 11, Baby Changing Unit

Confirmed that the Baby Changing Unit had been purchased and installed and suitable signage would be put up in due course.

4: Town Hall Expenditure\Accounts

Following discussion

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

5: Town Hall Hire

a) Town Clerk negotiating ability

It was noted that in certain situations the Town Clerk had to make informed judgements on the hiring processes relating to the Town Hall. Members agreed that having to come back to Council with regard to every hiring issue would make the process unworkable and protracted.

Resolved to Recommend: That the Town Clerk/RFO should be given authority to manage the day to day hiring of the Town Hall.

It was agreed that any issues that had a significant impact of Town Council finances should be reported back to the appropriate meeting other than that all information would be logged in the Town Hall accounts on a monthly basis.

b) Security\Locking up proposal (brought forward from Council meeting)

The Assistant Town Clerk confirmed that the process of providing keys to regular hirers had started and to date had been successful. It was confirmed that keys were being collected prior to hire and returned immediately following.

Discussion took place about deposit for keys and hire and it was agreed that Assistant Town Clerk S Hookins should look into this matter further and bring proposals back to the next suitable meeting for further consideration.

c) Terms and Conditions re Health and Safety

It was noted that the Terms & Conditions for the hire of the Town Hall would be thoroughly reviewed once the report from Ellis Whittam Safety consultant had been received.

6: E-mail system update and purchase of computers\laptops

The meeting was advised that all computer equipment had been ordered.

The Clerk confirmed that she had attended a very productive meeting with the Vale of Glamorgan Council IT Department. At the meeting it had been agreed that all aspects of the Town Council's IT requirements should come under the one Service Level Agreement, to include website, security and wifi accessibility throughout the Town Hall.

The Vale of Glamorgan Council officers asked that Town Councillors agreed on 3 Town Council websites that they felt could best meet Cowbridge Town Council's needs. Details of these would then be sent to the Vale of Glamorgan IT department and they would come up with a suitable proposal to be presented to Council.

Resolved to recommend: That the Events Working Group look at the best way forward for the Town Council Website.

Cllr Badir expressed an interest in this matter and it was agreed that he should be a member of the Events Working Group.

7: Piano – Lesser Hall

Confirmed that piano in the Town Hall was damaged and deemed unsafe. Cost of repair was over and above the value of the piano.

Resolved the Recommend: That the piano is suitably disposed of.

It was agreed that should any hirers wish to use a keyboard they could have access to the one owned by the local choir which is currently stored in the Town Hall.

8: Health and Safety Update

Matters on-going

9. Accessibility Update

a) Grant funding – Town Hall Lift

The Clerk confirmed that she had completed and submitted one application for Grant Funding and was currently working on Stronger Communities Grant Fund. The Clerk asked any members who had contacts for local funding to provide the Town Clerk with said information to enable her to write Funding options and more local funding options and he would be liaising with the Clerk on this.

It was agreed that Cllr Andrew would draft some letters to possible funders and forward to the Town Clerk for her to distribute.

b) Grab Rail

The Clerk advised that she was having difficulty contacting Nottage Forge so as an alternative she had found three grab rail options on the internet and send them to the Conservation Officer for his opinion.

c) Signage

On-going

d) Ramp

Agreed that a trial run with ramp and wheelchair should be carried out to see practicality of use. Cllr Williams to arrange for wheelchair user to come to Town Hall to enable practice run.

10: St Johns Ambulance

Members were advised that the St John Ambulance wanted to regularly hire the Town Hall and wanted to ask if there could be negotiation on hire if they were prepared to provide the Town Council with a number of necessary services.

Resolved to recommend: That there could be no negotiation on hire cost however Council would consider taking up some of the services on offer for which they would pay a charge.

11: Date and Time of Next Meeting

Wednesday 8 May 2019 at 8.00pm.

The meeting concluded at 8.55 pm