

**Cowbridge with Llanblethian Town Council
Minutes of the Meeting of the Town Hall Committee
held in the Council Chamber, Cowbridge Town Hall,
on Monday 18th November 2019**

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

Chairperson: Cllr J Andrew

Councillors: Cllr G Cox,

Cllr H Wright (Absent)
In Attendance: Town Clerk – C John.

1: Apologies for Absence.
None

2: Declarations of Interest.
None

3: Matters arising from the Committee Meeting held on Tuesday 15th October 2019 which are not already on this agenda

None

It was agreed to change the order of business to discuss newly installed audio system (9) first.

4: Council Chamber Hearing System

Members were introduced to the new system and it was noted that there was opportunity to automatically record the meetings as they take place. It was agreed that the Town Hall Committee meeting would be recorded as a trial to ensure that the system was fully functional.

The Clerk confirmed that the cost of the system was £2519.00 inclusive of VAT.

The Committee thanked the Clerk for sourcing the equipment and overseeing its installation.

Cllr Cox asked that it be noted that he was very pleased with the system as provided.

5: Town Hall Monthly Accounts – October 2019

Members were presented with the first full accounts to come out of the Scribe System.

The Committee congratulate Ms. Hoskins on all her hard work on setting up the system.

It was recognized that whilst it was important to have all the information accessible for members when considering monthly accounts however the presentation of the figures on a monthly basis needed to be summarised.

RESOLVED TO RECOMMEND: That the Accounts for October 2019 are accepted

6: Precept Request

The Clerk advised that it was important that whilst many of the costs in relation to the upkeep of the Town Hall were fixed it was important that the Committee considered what projects it would like to include in next years precept. It was agreed that the Clerk would work with the Chair of the Committee on this item to be considered at the next Committee Meeting in December.

7: Health and Safety

Fire Risk Assessment

Members were reminded that the Clerk had been given permission to instruct a suitable Health and Safety Consultant to carry out the necessary Fire Risk Assessment for the Town Hall.

The Committee was advised that Ms. Hookins met with a consultant from Ellis Whittham, Health and Safety Specialists who had thoroughly inspected the Town Hall. A report would be forthcoming.

Chairs

It was noted that the existing method of joining the new chairs was onerous and time consuming and as such not practical when setting up and putting away a number of chairs.

The Clerk advised that she had sourced an alternative chair link from Trent Furniture who had also agreed to take back those already supplied and give a sample of the other link for Council to try.

It was agreed that the Clerk should obtain sample chair links for trial.

8: Hire of Council Chamber

Discussion took place about the hire of the Council Chamber and it was noted that it was recently used by a political party. Members considered whether it was appropriate for any political party to use the Council Chamber for meetings and it could give the wrong message.

It was agreed that in future no political parties should use the Council Chamber for meeting, however there would be no issue with them using the Lesser Hall or the Main Hall.

Discussion also took place about the hire of the Chamber by other organisations and the requirement to mover furniture. It was noted that this only happened when the Town Hall was full to capacity and there was a need to accommodate regular hirers of the hall. Every effort was made to limit this option. However, members were also reminded that it was important that full use of the Town Hall was made to ensure that it was economically viable.

9: Council Chamber Curtains

The Clerk confirmed curtains would be put up in the Council Chamber within the next 7 days.

10: Christmas Lights

The Clerk confirmed that she had been working closely with Centregreat to try and ensure that the Christmas lights were installed in time of r the Reindeer Parade, this had been slightly problematic because of the very limited timescales involved. However, it was confirmed that the Christmas Tree Lights and the Icicle Decoration on the Town Hall would be installed in time. The other Christmas Lights would be installed on 4th December to include Aberthin and Llanblethian. (Clerk to advise Ward Members)

The Clerk also confirmed that she had been in discussion with the Chamber of Trade in relation to the Town Council purchasing decorations for the High Street. The proposal was that in accordance with the terms of the funding the Clerk would purchase the decorations and they would remain in the ownership of the Town Council, however they would be distributed to members of the Chamber of Trade to display in the High Street annually and they would also be maintained and stored by the Chamber members.

The Committee was advised that there was still on-going discussion with the Vale of Glamorgan regarding access to electricity for the decoration of the trees outside the Old Hall. Whilst the Vale of Glamorgan have agreed that the lights could be installed on the trees they are not happy for the lamppost immediately adjacent to the trees to be used and are concerned about the cost of using electricity from the Town Hall. Cllr Cox said that he would investigate the matter on behalf of the Council. Cllr Andrew offered to work out the cost of running the LED lights over the Christmas period so the Vale of Glamorgan could be reimbursed appropriately.

11: Pantomime

Confirmed that the Pantomime Jack and the Beanstalk would be taking place on 7th December 2019.

RESOLVED TO RECOMMEND: That the tickets charge for the Pantomime would remain at £5.

Councillors would be asked to assist with event.

Agreed that the event should be promoted asap.

12: Website\IT Matters

The Clerk confirmed that she had met with Mr. David Esseen, Vale of Glamorgan who had advised her of the following: -

The current site is running on an old version of the CMS and is hosted on an old web server at the Vale. Both the software and server require decommissioning and a replacement service.

To improve the service your site will be migrated to Umbraco cloud, which is the same as your current CMS software. However, as it's cloud hosted by Umbraco it will be continually updated with the latest version.

As this is an external service you'll be able to logon directly to Umbraco to complete updates without connecting into the Vale.

There will be no change in your web hosting costs as a result of this.

Most of the site has already been migrated to the cloud.

The Clerk advised that a days training would be required for both herself and Ms. Hookins in relation to the changes and the management of the Town Council Website.

It was agreed that enquiries should be made about Councillors being able to edit the website to assist the staff.

13: Floor Surface – Main Hall (Cllr H Wright)

Agreed that as Cllr Wright was not in attendance the item would be deferred.

14: Gas Boiler Replacement

Members were advised that when the existing engineers came to service the boiler, they had refused to carry out the work on the basis of the age of the boiler and access to parts and as such it failed the safety check.

Ms. Hookins confirmed than an alternative qualified plumber was sourced and carried out the work and has signed off the boiler for another year.

It was agreed that Cllr Andrew would inspect the documentation in relation to the recent service. Further confirmed that money should be set aside in next year's precept as a precautionary measure if a replacements boiler needed to be purchased.

15: Wedding Promotional Material (information)

The Clerk provided the Committee with example promotional material in relation to Wedding Ceremonies that are held in a Town Hall similar to that of Cowbridge. Members were asked to look at the document with a view to Cowbridge providing something similar to enable the organization of Weddings in the Town Hall to be progressed.

16: Disability Access

Grab Rails

Planning Application submitted awaiting outcome.

Lift

Cllr Andrew confirmed that the funding for the lift was now in place.

Tenders for the lift to be received by Thursday 21 November at 12 noon.

Cllr Andrew, the Clerk and one other Councillor to open the tenders.

Members were informed that the Fire Safety Report had not been received as yet however it was agreed that when all relevant reports in place a presentation would be made to Council with relevant contractors and advisors in attendance. This would give all members of the Council the opportunity to ask question and voice any concerns they may have about the project. It was agreed that the Clerk and Cllr J Andrew would discuss a date for the meeting and Councillors would be given the opportunity to put their question in writing to the Clerk prior to the meeting to ensure that all

questions could be addressed properly.

The Committee wanted to officially thank the Town Clerk for all her hard work in obtaining funding for the project. Thanks also to Mr. N Renwick for his work to date on the project

It was noted that all three Vale Councillors had supported the s106 application when presented at the relevant committee.

Date and Time of Next Meeting

6.00 pm Tuesday 10th December 2019