

**Cowbridge with Llanblethian Town Council
Minutes of the Meeting of the Town Hall Committee
held in the Council Chamber, Cowbridge Town Hall,
on Tuesday 4th December 2018 at 8.00pm.**

Present: Chairperson – Cllr J Andrew
Mayor Cllr T L Williams
Deputy Mayor - Councillor A Trousdell

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

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

The Chair asked that it be noted that the meeting started at 8.15pm

1: Apologies for Absence.

Cllr J Wallis – Personal

2: Declarations of Interest.

None.

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

It was confirmed that Cllr Wright had managed to dispose of the disused furniture as previously agreed.

4: Town Hall Expenditure\Accounts

Cllr Andrew advised the committee that a meeting had taken place to discuss next year's precept. Members were informed that the format of the budget was slightly different this year in that the Town Hall budget would be set to reflect revenue expenditure and specialist works would be listed separately in the precept under a project heading.

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

Resolved to recommend: That the Precept budget for 2019/20 the Town Hall Committee as presented is accepted.

5: Pantomime Update

Assistant Town Clerk advised that to date 80 tickets had been sold. The committee was further advised that everything was in place for the Pantomime to go ahead. The Town Clerk confirmed that she would be opening up the Town Hall for 3.00pm to assist the Panto Bus staff; the Assistant Town Clerk would be taking over at 5.00pm. The Committee thanked Ms Hookins for all her efforts in organizing the Pantomime.

6: Email System Update

Members were reminded that Cllr Andrew and the Town Clerk had met with staff from the IT Department at the Vale of Glamorgan to discuss a change on email provision.

It was confirmed that the Vale of Glamorgan had been instructed to install the upgraded email system for use by the Town Council.

The Clerk confirmed that she had received costs for modernised computers from the Vale of Glamorgan IT Department and would be presenting these to the next meeting of the Town Council

7: Town Hall Valuation

The Committee were provided with fees from one of the three valuation services contacted.

It was agreed that the Clerk should make further enquiries with other providers and bring details back to the next Town Hall meeting

8: Accessibility

- a) Grab rails – no progress
- b) Signage – no progress
- c) Ramp update – no progress

8d) Lift

The Committee was presented with a budget estimate for the potential lift project. Cllr Andrew advised that there would be additional costs to include professional fees and the total figure for the lift installation would be in the region of £36,000.

Discussion took place around the possibility of a presentation taking place offering members of the public information about the lift project.

It was recognised that grant funding would need to be obtained to ensure the project goes ahead.

Following discussion:

Resolved to Recommend: That the proposal for the lift is presented to the next meeting of the Town Council.

9: Marriage Licence Update

The Clerk confirmed that she had met with the Registrar and an officer of the Vale of Glamorgan Council. The meeting had been a positive one however it was necessary to be able to confirm that two parking spaces would be made available for the registrar on the day of a service. The Clerk confirmed that she had written to the Council solicitor to ask that the Town Council the lease for the Limes Shed incorporates use by the Town Council of the parking spaces outside the shed when required. The Clerk further confirmed that she had contacted the Vale of Glamorgan Council to enquire whether two spaces in the car park at the rear of the Town Hall could be made available to

the Town Council on a casual basis and was waiting for a response.

10: Draft Version 1 of Cowbridge Town Hall Fire and Safety Policy

Cllr Andrew informed the Committee that Mr A Gwatkin of the Vale of Glamorgan Council had prepared the document as presented.

Following discussion:-

Resolved to recommend: **That the Town Clerk seeks further advice from the Fire Service on this document and the requirements if a lift is installed.**

Resolved to recommend: **That the Town Clerk and Cllr J Andrew work together on the necessary requirements and report back to Council in due course.**

11: Front Door repair update

The Clerk confirmed that she had spoken with the contractor who had advised that the work should be carried out within the next 7 days.

12: Plaque update

No progress

13: Revised Booking Form Draft

No progress

14: Main Hall ceiling repair update

Ms Hookins left the meeting while this item was being discussed

The Clerk advised that the chosen contractor had been notified and the work would be carried out in the New Year.

15: Cooker Resale and Purchase

The meeting was advised that no progress had been made on this item.

16. Date and Time of Next Meeting

Tuesday 8th January 2018 at 8.00pm.

The meeting concluded at 9.10 pm