

Cowbridge with Llanblethian Town Council
Minutes of the Meeting of the Town Hall Committee
held in the Council Chamber, Cowbridge Town Hall,
on Wednesday 9th May 2018 at 8.00pm.

Present: Chairman – Councillor J M Andrew
Mayor – Councillor Mrs S Vaughan
Deputy Mayor - Councillor T L Williams MBE
Councillors: J R Harris.

In Attendance: Town Clerk – Ceri Anderson.

1: Apologies for Absence.

Cllr G A Cox - Business
Cllr C George - Personal

Cllr J H Wallis – absent not apologies received.

2: Declarations of Interest.

None.

3: Matters arising from the Committee Meeting held on 7th April 2018, which are not on the agenda.

None.

4: To review the Maintenance Programme of Town Hall for years 2017/18 to 2022/23.

Councillor Andrew confirmed that he along with Councillor George and the Town Clerk carried out a comprehensive inspection of the Town Hall and the committee was given an updated Maintenance Programme to consider. Following discussion:-

RESOLVED TO RECOMMEND:

- a) The Clerk with the assistance of Councillor Vaughan investigates the current cup and saucer provision and report back to the next Town Hall Committee Meeting
- b) The Town Clerk obtains quotes for the replacement and decoration of the exterior doors to the Town Hall
- c) That town Clerk obtains photo-shop pictures of the exterior of the Town Hall displaying alternative colours of doors for Council to consider the options available.
- d) Town Clerk to write to the conservation officer at the Vale of Glamorgan to find out if there are any restrictions regarding colours used on the Town Hall as a Grade II listed building.
- e) That the Town Council purchases two new noticeboards for the exterior of the Town Hall
- f) That the Town Council amenities supervisor or caretaker be asked to repair the deteriorating window sills to the left of the West entrance.
- g) That the Clerk should contact Martin Roofing Contractors and ask that they come to inspect the roof due to leak in the ceiling in Main Hall.
- h) Clerk be given plenary powers to to obtain second quote for replacement flooring for ladies and gents toilets off the main hall then instruct most suitable provider to carry out the work.

- i) Clerk to obtain urgently quotes for repairing cracks in Main Hall ceiling.
- j) Clerk to arrange replacement blind in Lesser Hall.
- k) General holes\cracks be filled throughout the Town Hall building by amenities supervisor\ caretaker.
- l) Clerk to arrange for documentation to be listed\archived and sent to Glamorgan Archives
- m) That new lampshades are purchased for the Council Chamber.
- n) That repair is carried out to the linoleum on the West entrance stairway by the Amenities Supervisor or Caretaker.
- o) The Clerk investigates the cost of replacement wall fittings for the Mayors Parlour.

5. Repairs to Town Hall Main Roof.

Matter dealt with under item 4.

6. Service/Repair to Town Hall Clock.

Councillor J M Andrew advised that first schedule of works to be carried out on Town Hall Clock were to be carried out on 17th May 2018.

Members were further informed that Smith of Derby had agreed to retain the old parts of the Town Hall Clock for the Town Council.

RESOLVED TO RECOMMEND: That the Clerk contacts Smith of Derby to confirm they would like to take up the offer from Smith of Derby to retain the old parts of the clock for the Town Council.

7. Refurbishment of Chamber Chairs.

Members advised that the furniture restorer had been instructed to start necessary works on the chairs in the Council Chamber.

8. Limited Ability Access.

8.1. Installation of a ‘Disability Lift’ – Proposed Plan.

The Committee was informed that listed building consent had been applied for in relation to this item an update to be provided at the next meeting.

9: Grab Rails

RESOLVED TO RECOMMEND: That the Clerk makes the appropriate enquiries as to what suitable grab rails are available and report back to the next Committee meeting.

10: Display Energy Certificate.

The Clerk confirmed that all the relevant information had been sent to Mr L Russell of Frontline EPCs and as now awaiting a response as to when he could visit the Town Hall to carry out the necessary survey.

11: Review Terms and Condition of Hire – Town Hall

Members were reminded that it had previously been agreed at Council to reduce the period of hire to two hours. It was noted that item also 35 needed to be amended to accommodate the reduction in hours.

12: 5 Year Strategic Plan

To note.

13: Replacement Flooring for Gents Toilets

Matter dealt with under item 4(h)

14: Instruction for Fire and Safety Policy and Associated Costs.

Members were reminded that the Committee had agreed that an appropriate Fire Safety Policy and Emergency Plan needed to be produced for the Town Hall. It was confirmed Mr A Gwatkin, Health and Safety Officer at the Vale of Glamorgan Council had agreed to prepare a plan on the Town Council's behalf and had indicated charges of £18.64 per hour.

RESOLVED TO RECOMMEND:

That Mr Gwatkin be asked to provide a suitable Fire Safety Policy and Emergency Plan to cover both the current situation and the eventuality of installation of a lift. The policy to include revised wording for section 8 and 9 of the Conditions of Hire.

RESOLVED TO RECOMMEND:

That the Town Council pay reasonable associated costs for the production of the Fire Safety Policy and Emergency Plan.

15: Date and Time of Next Meeting –

Tuesday 4th June 2018 at 8.00pm.

The meeting concluded at 8.35 pm