

Cowbridge with Llanblethian Town Council
Minutes of the Meeting of the Town Hall Committee
held in the Council Chamber, Cowbridge Town Hall,
on Tuesday 6th March 2018 at 8.00pm.

Present: Chairman – Councillor J M Andrew
Mayor – Councillor Mrs S Vaughan
Councillors: G A Cox, C George and J R Harris.

In Attendance: Interim Town Clerk – Jackie Griffin.

- 1: Apologies for Absence.**
Councillor T L Williams MBE.
- 2: Declarations of Interest.**
None.
- 3: To confirm the Minutes of the Town Hall Committee Meeting held on the 6th February 2018.**
Proposed by Councillor J M Andrew, seconded by Councillor C George, that the minutes of the Town Hall Committee held on the 6th February 2018 be confirmed as a correct record and duly signed.
Resolved as proposed.
- 4: Matters arising from the Committee Meeting held on 6th February 2018, which are not on the agenda.**
No matters arising.
- 5: Matters arising from the Town Council Meeting held on 20th February 2018, which are not on the agenda.**
No matters arising.
- 6: Maintenance of Town Hall.**
 - 6.1. Maintenance Programme 2017/18 to 2022/23.**
Update Refurbishment Lesser Hall Annexe and Kitchen.
The refurbishment of the Lesser Hall Annexe and Kitchen is now complete.
Review of Maintenance programme to be included on agenda of next meeting.
 - 6.2. Repairs to Town Hall Main Roof.**
Martin Roofing Contractors have submitted their report with photographs displaying further work that is required to the Town Hall roof. It was agreed that a meeting should be arranged with Mr Martin, as soon as possible, to discuss the work that was carried out and clarify what further work is required. Once this is established, quotations/estimates will be required.

6: Maintenance of Town Hall.

6.3. Service/Repair to Town Hall Clock.

Members discussed the proposed modernisation of the Town Hall Clock. It was decided that Councillor J M Andrew and the Interim Town Clerk should have a telephone discussion with Mr Scully of Smith of Derby to clarify exactly what is involved in the modernisation in terms of the actual work to be carried out and the scaffolding requirement.

Councillor J M Andrew mentioned that the stonework under the clock is 'stained' and erection of scaffolding would be the opportunity to clean the stonework.

6.4 Gas Boiler Inspection – Boiler Room, Lesser Hall.

The Interim Town Clerk reported that the Main Gas Boiler in the Boiler Room adjacent to the Lesser Hall Annexe has been serviced and the faults picked up in the service have been repaired.

6.5 Refurbishment of Chamber Chairs.

The Interim Town Clerk reminded the Committee of the decision made at the September 2017 meeting to consider the refurbishment of the chairs in the Chamber.

It was agreed that a quote should be obtained for the Committee's consideration.

7: Limited Ability Access.

7.1. Installation of a 'Fire Rated Disability Lift' – Proposed Plan.

The Architect has supplied a detailed plan to show the proposal for the installation of the Lift. It was agreed that a meeting should be arranged for Councillors J M Andrew, C George and T L Williams to discuss the next steps to progress the proposal.

7.2. Installation of 'Grab Rails' at the Public Entrance to Council Chamber.

The Interim Town Clerk advised that she had contacted Mr Butler, the Disability Officer at the Vale of Glamorgan Council, for an update on this item. Mr Butler explained that he has contacted the Conservation Officer some time ago and has been chasing him for a response. Mr Butler will e-mail him again and copy in the Interim Town Clerk.

8: Expenditure Budget – 1st April 2017 to 28th February 2018.

The Expenditure Budget up to 28th February 2018 was circulated at the meeting which showed an actual spend of £34,988.12 and an anticipated spend of £2,650 totalling £37,638.12 leaving a remaining expenditure balance of £6,361.88.

9: 5 Year Strategic Plan – Town Hall Committee.

Councillor C George reported that he had acquired information from 'Screen Wales' with regard to promoting properties on their website which are available for hire for the makers films/tv programmes. The properties are placed on a register with a description and photographs. Councillor C George requested that a updated poster is displayed on the notice board on the front of the Town Hall to promote the availability of the Town Hall for hire.

10: Christmas Pantomime – 'Sleeping Beauty' – Saturday 8th December 2018.

It was **noted** that payment of the deposit is required in April 2018.

11: Correspondence.

None

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12: Matters to be discussed at the discretion of the Chairman.

12.1 Letter received from Mrs Leleu who runs the weekly 'Fitness League' class in the Main Hall. Mrs Leleu explains that the class is struggling to meet the hire cost having lost a number of members recently. The class has been held at the Town Hall for nearly 50 years and many of the ladies that attend travel into Cowbridge from surrounding villages and visit shops and cafes after the class thereby bringing business into the town. Mrs Leleu requests that the Town Council considers reducing the minimum three hour hire to two hires or charge an hourly rate as the 'Fitness League' only need two hours for the class.

It was agreed that the Committee would give this matter consideration at their next meeting and that Mrs Leleu should be advised of this in the meantime.

13: Date and Time of Next Meeting –
Tuesday 10th April 2018 at 8.00pm.

Councillor J M Andrew
Chairman.