

**Cowbridge with Llanblethian Town Council
Minutes of the Meeting of the Town Hall Committee
held in the Council Chamber, Cowbridge Town Hall,
on Tuesday 15th October 2019**

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

Chairperson: Cllr J Andrew

Councillors: Cllr G Cox, Cllr H Wright,

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 3 September which are not already on this agenda

Page 1, 3 Matters Arising

Cllr Vaughan asked if there was any information with regards success of the Big Screen Festival. The Clerk advised that she had not received a lot of feedback regarding this however she believed that there had been some difficulties prior to the event which had an effect on its impact.

4: Town Hall Monthly Accounts – September 2019

Discussion again took place about the presentation of the accounts and it was agreed that the Chairperson, RFO and Ms Sian Vaughan should consider alternative ways to present the information once Scribe was fully functioning.

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

5: Replacement of Curtains for the Council Chamber- Update

The Clerk advised that the new curtains would be fitted early November.

6: Council Chamber Hearing System

Cllr G Cox expressed his disappointment at there being no progress in this matter and said that if

nothing was done within the next month he would be offering his resignation from Council.

The Committee recognised the importance of members being able to hear discussions at meetings and the committee was reminded that it was felt that the most recent quote for an appropriate audio system was too expensive for Council. The Clerk asked that it is noted that this is a very specialist field and not necessarily something that can be acquired locally. The idea of placing funds in next years precept was discussed however given the urgency it was agreed that with the approval of Council necessary funds for the audio equipment come out of Council reserves.

RESOLVED TO RECOMMEND: **That the Clerk makes further enquires with specialist suppliers on this matter.**

RESOLVED TO RECOMMEND: **That the Clerk makes enquiries about the possibility of hire of suitable equipment.**

7: Health and Safety

a) Asbestos Risk Assessment

Confirmed the Risk Assessment completed

b) Fire Risk Assessment

Cllr Andrew advised that despite several attempts there had been no response from St John's Ambulance on this matter. Three companies had now been approached to provide the Fire Risk Assessment to progress matters. Following discussion: -

RESOLVED TO RECOMMEND: **That the Town Clerk is given plenary powers to spend up to a maximum of £850 to get the fire risk assessment completed.**

c)Fixed Wiring Test

Confirmed fixed wiring test completed and documents held in office.

Cllr Andrew advised the committee that a health and safety issue with regards to the stackable chairs in the Town Hall had been brought to his attention. The current system of linking the new chairs was proving difficult and not practical especially where a large number are involved. It was agreed that whilst alternatives were being looked at:

RESOLVED TO RECOMMEND: **Where there are more than 50 chairs being linked the old grey ones should be used.**

RESOLVED TO RECOMMEND: **That the Town Clerk contacts the Vale Safety Officer to get clarification on the legality of linking chairs for functions.**

8: Christmas Lights – Town Hall

The Clerk advised that a letter had now been received from Marcus Goldsworthy of the Vale of Glamorgan Council advising that the funding of £10,500 for the Christmas lights for Cowbridge had been secured. The Committee was reminded of the urgency in relation to selecting the lights and getting a suitable supplier/installer given the lateness in the year and the necessity for the order to be placed.

The Committee was given images of the intended lights for the Town Hall alongside proposals for fixed lighting on the trees at Llanblethian and Aberthin. Members were provided with the quote for this work.

The Clerk confirmed that she had approached two other companies but sadly they had not responded by the date requested to enable her to present to the Town Hall Committee.

The Committee was made aware that additional monies needed to be spent on Christmas lights and following discussion about possible options:

RESOLVED TO RECOMMEND: That the Town Clerk liaises with the supplier on suitable options and report back to the next meeting of Council.

RESOLVED TO RECOMMEND: That the Clerk and Cllr J Andrew liaise with the Chamber of Trade to discuss what lighting items they would like to be purchased for the town so that any residual monies could be used to purchase.

Cllr Vaughan thanked the Clerk for her work on this matter.

9: IT update following meeting with Vale of Glamorgan (notes provided)

Cllr Andrew confirmed that he and the Town Clerk had met with members of the Vale of Glamorgan IT Department and a list of matters to be resolved had been drawn up. One of the items require the purchase of a NAS to ensure adequate back up at a cost of £497, once this is agreed the remaining works can be carried out.

RESOLVED TO RECOMMEND: That adequate back up is purchased at a cost of £497.00

It was noted that there would be a need to put money in the budget for upgraded wifi provision in the Town Hall for use by members of the general public.

10: Disability Access

a) Grab Rails

Clerk confirmed that additional information had been sent to the Vale of Glamorgan Planning Department and were waiting a response

b) Signage

Deferred

c) Lift

Cllr Andrew confirmed that funding from Waterloo Foundation and Stronger Communities Grants. The bill of quantities had now been prepared but Cllr Andrew needed go over the finer details with the architect before going out to tender.

Members were advised that a special meeting of the Town Council would be called in late November to give Councillor Andrew the opportunity to present all the details related to the lift to members and answer any questions members may have regards the project.

11: Town Hall Maintenance Plan

Cllr Andrew advised that he had drawn up a maintenance plan for Town Hall and had inspected the building with Mr Harland and a number of repairs had been agreed as part of a winter project. The list also included some work for Ms S Hookins which had been agreed.

It was agreed that Cllr Andrew would seek quotes for work that needed to be outsourced and would report back accordingly.

12: Consideration of precept requirements for financial year 2020/21

Agreed that Lift Maintenance and Wifi provision should be included in the precept request for 2020/21.

13: Date and Time of Next Meeting

Tuesday 12 November 2019