

Cowbridge with Llanblethian Town Council
Minutes of the Meeting of the Town Hall Committee
held in the Council Chamber, Cowbridge Town Hall,
on Tuesday 10th April 2018 at 8.00pm.

Present: Chairman – Councillor J M Andrew
Mayor – Councillor Mrs S Vaughan
Deputy Mayor - Councillor T L Williams MBE
Councillors: G A Cox, C George and J R Harris.

In Attendance: Interim Town Clerk – Jackie Griffin.

One member of the public.

1: Apologies for Absence.
None.

2: Declarations of Interest.
None.

3: To confirm the Minutes of the Town Hall Committee Meeting held on the 6th March 2018.

Resolved that the minutes of the Town Hall Committee held on the 6th March 2018 be confirmed as a correct record and duly signed.

Resolved as proposed.

4: Matters arising from the Committee Meeting held on 6th March 2018, which are not on the agenda.

No matters arising.

5: Matters arising from the Town Council Meeting held on 20th March 2018, relevant to this Committee.

No matters arising.

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

Councillors Andrew and George will inspect the Town Hall to review and update the Maintenance Programme.

6.1. Repairs to Town Hall Main Roof.

Members of the Committee met with Martin Roofing Contractors to discuss the work that he had carried out and to assess what further work is required. Slates which had slipped had been put back in situ and some missing slates replaced. There may possibly be work required to the roof of the clock tower and to the 'valley' by the 'velux' window. New barge boards are required at the gable end of the Town Hall with the slates repositioned to create an overhang of the barge boards. Mortar is loose around some of the window arches which require attention and similarly, the buttresses. Quotations have been provided by Martin Roofing Contractors and Kinsale Stone. Councillor J M Andrew recommended that the quotation from Kinsale Stone in the sum of £1,635. be accepted subject to comparing 'like for like' with the alternative quotation.

Proposed by Councillor J R Harris, seconded by Councillor T L Williams, that the quotation from Kinsale Stone is accepted subject to a maximum spend of £2,000 in total.

6.2. Service/Repair to Town Hall Clock.

Councillor J M Andrew reported on a meeting held over the telephone on 8th March with Mr Peter Sully of Smith of Derby, himself and the Interim Town Clerk. Mr Sully indicated that the clock mechanism is not 'antique' and it has mercury switches which he advised should be removed. The quotation has been updated and the total cost is approximately £8,000 (broken down, this equates to £6,432 from the Town Hall budget 'topped up' by £1,696 from the insurance claim). An order will need to be placed for the replacement of the mechanism and an additional and separate order for the repair to the missing 'hand'. A 'holding' deposit of £500 has already been made; 30% is to be paid when the order is placed with 60% paid on completion; a 5% discount will be applied and 10% will be retained by the Council for 6 months. Access to the outside of the clock tower is possible from a 'cherry picker'.

Proposed by Councillor J M Andrew, seconded by Councillor T L Williams and **recommended** that the order is placed with Smith of Derby under the terms agreed by the committee above, together with the use of a 'cherry picker' to gain access to the outside of the clock tower.

6.2(i) Quote for Scaffolding to carry out work to clock.

See item 6.2 – A quotation for scaffolding was obtained from Carville Scaffolding but it was decided to use a 'cherry picker'.

6.3. To consider the cleaning of the War Memorial

The Interim Town Clerk advised that the War Memorial has been cleaned by the staff with health and safety procedures being observed.

6.4. Refurbishment of Chamber Chairs.

It is apparent that a number of the chairs in the chamber are in need of refurbishment as discussed by the Committee last Summer. The chairs are 'Georgian' and are worth approximately £300 each. A quote of £75 per chair was obtained last August for their restoration, repair and treatment for woodworm.

Resolved that only those chairs identified as being in most need of restoration should be treated and refurbished and that a maximum of two chairs should be removed at any one time.

6.5 Installation of 'Grab Rails'.

It was requested that this matter is put back on the agenda and enquiries made with the Vale of Glamorgan Council to establish whether any progress has been made.

7: Limited Ability Access.

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

Councillor J M Andrew reported the following points:

- The lift will have no effect on the capacity of people in the Main Hall.
- The hire terms will have to include responsibilities to be undertaken by the hirer.
- A fire safety policy will need to be drawn up.
- Cost of the lift - £19,275 + Building Work - £7,000 + detailed design by architect £630 + structural design £525 + QS £375 + tenders and site supervision say £2,000 + 20% contingency say £6,000 giving a total estimated project cost of £36,255.
- Next step is to apply for 'Listed Building Consent'.
- A 'Heritage Impact Statement' will be required - £175.

Proposed by Councillor G A Cox, seconded by Councillor T L Williams, that an application is submitted for 'Listed Building Consent'.

Resolved as proposed.

Page three

8: To consider the request to reduce the minimum hire of the Halls from 3 hours to 2 hours

This item was adjourned at the previous Committee meeting for further consideration. Members debated the possible effect this may have on the hiring income.

Proposed by Councillor Mrs S Vaughan, seconded by Councillor T L Williams and **resolved** that a two hour hire period is introduced on a trial basis for six months, then reviewed.

9: Expenditure Budget – 1st April 2017 to 31st March 2018.

The expenditure of the year was circulated to Members. The budget for the year was £44,000 and total expenditure amounted to £38,277.24, giving a surplus of £5,722.76.

10: 5 Year Strategic Plan – Town Hall Committee.

Councillor C George advised that he now has a selection of photographs, provided by Mr A Davies, which are suitable for registering the Town Hall on the ‘Screen Wales’ database, advertising the premises for use in films or TV.

Proposed by Councillor C George, seconded by Councillor Mrs S Vaughan and **recommended** to Full Council that the Town Hall is registered with ‘Screen Wales’ for hire by TV and Film companies as a venue for productions.

Councillor J M Andrew referred to figures prepared by Mrs C Bird showing energy use in the year 2017/18 which he has compared with the figures used for the Energy Audit carried out in 2011. The figures had shown an increase in energy consumption of 43% although it was admitted there could be some discrepancy in the figures which need to be checked.

Councillor J M Andrew advised that he will study the bills for the past five years to make comparisons and report back to Committee.

11: Christmas Pantomime – ‘Sleeping Beauty’ – Saturday 8th December 2018.

Payment of the deposit for proposed pantomime next December is due this month.

The Committee confirmed that the pantomime should be held and the holding deposit of £120 paid.

12: To note the Annual Servicing of the Fire Extinguishers in the Town Hall.

All the equipment has been serviced and met the required standards.

13: Correspondence.

None

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

No matters.

15: Date and Time of Next Meeting –

Wednesday 9th May 2018 at 8.00pm.

Councillor J M Andrew
Chairman.