

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

Present: Vice Chairman – Councillor J H Wallis
Mayor – Councillor Mrs S Vaughan
Deputy Mayor - Councillor T L Williams MBE.
Councillors: G A Cox, J R Harris and J H Wallis.

In Attendance: Town Clerk – Mr David B Morris.

Due to the resignation of the Chairman, the meeting was opened by
the Mayor, Councillor S Vaughan.

1: Apologies for Absence.
Councillor J M Andrew.

2: Election of Chairman
Appointment of new Chairman for the remainder of the ensuing year.

Proposed by Councillor T L Williams, seconded by Councillor J H Wallis that
Councillor J M Andrew is appointed Chairman for the remainder of the ensuing year.
Resolved as proposed.

Appointment of new Vice Chairman for the remainder of the ensuing year.

Proposed by Councillor G A Cox, seconded by Councillor T L Williams that
Councillor J H Wallis is appointed Vice Chairman for the remainder of the ensuing year.
Resolved as proposed.

Councillor J H Wallis took the chair.

3: Declarations of Interest.
None

**4: To confirm the Minutes of the Town Hall Committee Meeting held on the
5th December 2017.**

Proposed by Councillor T L Williams, seconded by Councillor G A Cox
that the minutes of the Town Hall Committee held on the 5th December 2017 be
confirmed as a correct record and duly signed.
Resolved as proposed.

**5: Matters arising from the Committee Meeting held on 5th December 2017,
which are not on the agenda.**
None

....Continued

6: Matters arising from the Town Council Meeting held on 19th December 2017, which are not on the agenda.

None

7: Maintenance of Town Hall.

7.1. Maintenance Programme 2017/18 to 2022/23 –

Refurbishment Lesser Hall Lounge and Kitchen.

Three quotes had been received for the refurbishment of the Lesser Hall Lounge/Annexe and Kitchen –

- (i) NH Painting & Decorating - £9,000.00
- (ii) Dale Building Maintenance - £8,288.00.
- (iii) SRB Decorating & Price Builders Ltd - £5,000.00.

Proposed by Councillor Mrs S Vaughan, seconded by Councillor T L Williams that the quote from SRB Decorating & Price Builders Ltd be accepted, since it is the lowest quote and the company has undertaken work previously for the Town Council which has been of a very good standard and they have been very reliable.

Resolved as proposed.

7.2. Repairs to Town Hall Main Roof.

The Town Clerk advised that he was still waiting for a date from the Contractor, Brian Martin when the work to the roof will commence. It is dependant when the Cherrypicker Operator is available. It is anticipated that the work will be done before the end of January on a Sunday when there is minimal disruption to pedestrians and traffic outside the Town Hall.

Noted.

7.3. Service/Repair to Town Hall Clock.

The Town Clerk advised that a deposit of £500.00 had been paid to Smith of Derby to undertake the replacement work to the Town Hall clock and timing mechanism in the new financial year 2018/19. In the meantime due to the recent heavy storms one of the clock hands on the West Face had broken off. Enquiries were to be made with the Town Council Insurance Company, Zurich to establish if the repairs to the clock face could be claimed off the insurance.

Noted.

8: Town Hall Fire Safety Risk Assessment – Upgrade to Fire Alarm System.

The Town Clerk advised that Tremorfa Ltd had attended at the Town Hall and commenced the maintenance work recommended by the Vale of Glamorgan Council Fire Safety Inspection report. All that remained to complete the work was to install two new smoke alarms in the inner corridor. Once this had been done the recommendations from the Fire Safety Inspection report would be completed.

Noted.

9: Limited Ability Access.

9.1. Installation of a 'Fire Rated Disability Lift'.

The Town Clerk advised that Old Hall Studio 6 Architects had been informed that they had been selected by the Town Council to provide the outline drawing proposals at a cost of £840.00 for the installation of a disability lift in the west entrance foyer area.

Noted.

9.2. Installation of a Grab Rail at the Public Entrance to Council Chamber.

The Town Clerk advised that no update had been received from the Disability Adaption Officer, Vale of Glamorgan Council in relation to whether planning permission/building regulations would be required to install a 'grab rail' and if so what type at the public entrance to the Council Chambers and the Clerk's office

Noted.

10: Review of Town Hall Conditions of Hire – Report from Assistant Town Clerk.

Members considered a report received from the Assistant Town Clerk in regard to the amendments to Paragraph 28 Setting Up, Town Hall Conditions of Hire. The Assistant Town Clerk raised a number of concerns regarding the practicalities and health and safety issues in relation to implementing the amendment to the paragraph concerning the setting up and taking down of the chairs and tables.

Councillor J M Andrew had responded by email to the issues raised by the Assistant Town Clerk. In particular that it had never been the intention that the Assistant Town Clerk or the Town Clerk should put out the chairs and tables and clear them away for hirers.

Members agreed that a Health & Safety Risk Assessment should be completed for carrying and setting out/taking down the chairs and tables. That the Caretaker and the Amenities Supervisor should attend a Manual Handling Course. In the meantime, the Town Clerk to write to the Assistant Town Clerk bringing her attention to the email from Councillor J M Andrew, informing her of the Committee discussion and seek a response from her. That this matter is to be further discussed at the next Committee meeting once the Assistant Town Clerk has had an opportunity to respond.

11. Budget.

11.1 Expenditure Budget 2017/18 to 31st December.

The Expenditure Budget up to the 31st December 2017 was circulated at the meeting which showed an actual spend of £24,348.12 and an anticipated spend of £7,644.00 totalling £31,992.12 leaving a remaining expenditure balance of £12,007.88.

Noted.

12: Christmas Pantomime 2017 & 2018.

The Town Clerk advised that due to the success of the Pantomime he had made enquiries with the Pantobus Pantomime Company and they had Saturday 8th December 2018 available if the Town Council wished to host another pantomime this year. The Pantomime would be 'Sleeping Beauty' and the cost would be the same as 2017 i.e. £795.00 plus VAT. The format would also be the same - 2 x 45 minute halves and an interval in the middle of whatever length the Council wished. The cast would be available to meet and greet the audience and have photographs taken. If agreeable a deposit of £120 would be required, payable in April 2018, commencement of the new financial year but the booking could be made straight away.

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12: **Christmas Pantomime 2017 & 2018 (Continued):**

Members agreed that the Pantomime had been very successful with good feedback from the audience. However, it would require two Councillors to lead in organising the event and there would need to be greater Councillor participation on the evening of the show. Councillor J H Wallis offered to lead in organising the Pantomime for 2018 and was sure that the Chairman of the Town Hall Committee, Councillor J M Andrew would also want to take part in organising the event.

Proposed by Councillor T L Williams, seconded by Councillor J H Wallis that a 2018 Pantomime be arranged, to be held on Saturday 8th December 2018. That the Pantobus Pantomime Company be contracted at a cost of £795.00 to perform the show.

Resolved as proposed.

13: **Correspondence.**

None

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

Proposed by Councillor G A Cox, seconded by Councillor J R Harris that a vote of thanks be given to ex-Councillor D W Morris for his dedication, active participation and service to Cowbridge with Llanblethian Town Council and in particular as Chairman of the Town Hall Committee.

Resolved as proposed.

15: **Date and Time of Next Meeting –**

Tuesday 6th February 2018 at 8.00pm.

Councillor J M Andrew
Chairman.