

**Cowbridge with Llanblethian Town Council  
Minutes of the Meeting of the Town Hall Committee  
held in the Council Chamber, Cowbridge Town Hall,  
on Tuesday 3 September 2019**

**Present:** Chairperson – Cllr J Andrew  
Deputy Chairperson - Cllr S Vaughan  
Mayor – Cllr A Trousdell

**Councillors:** Cllr H Wright, Cllr T Williams

**In Attendance:** Town Clerk – C John.  
Assistant Town Clerk – S Hookins

**1:** **Apologies for Absence.**  
Cllr G Cox - Personal

**2:** **Declarations of Interest.**  
None.

**3:** **Matters arising from the Committee Meeting held on Tuesday 9<sup>th</sup> July 2019 which are not already on this agenda.**

Page 1, Agenda Item3, Matters Arising from Meeting Held on 11 June 2019

The meeting was advised that the inside of the main doors had been painted\repaired by Mr. W Harland to a high standard.

Page 2 Agenda Item 11 – Big Screen Festival

Assistant Town Clerk, Ms. S Hookins advised the meeting that due to unexpected difficulties the event was no longer going to received funding from outside bodies and that the Big Screen would now be running the event as a stand-alone project. Ms. Hookins further advised that Big Screen had recently lost 2 volunteers and as such she was looking at ways in which she could help to support the event. It was agreed that if Big Screen were in agreement a round robin should be sent to all Councillors asking if they would be able to assist in any way.

**4:** **Town Hall Expenditure\Accounts July 2019**

It was noted that due to staffing issues that the monthly accounts for August would be presented at the October meeting.

Cllr Andrew congratulated both the Clerk and Assistant Town Clerk on achieving an unqualified audit for the financial year 2018/19.

**Resolved to Recommend:** That the monthly accounts for July 2019 are accepted.

**10. Events Working Party**

The Committee agreed that as Cllr H Wright was unable to stay for the whole of the meeting Item 10 would be brought forward for discussion (in accordance with Standing Order No: 6(vi))

Cllr Andrew advised the meeting that the Events Working Group was originally set up to look at ways in which better use could be made of the Town with regards community events, however, it had been noted that the remit of the group had now expanded to consider events being held throughout the town.

It was agreed that Cllr Andrew would be a member of the event working group and further agreed that going forward the Working Group should invite as many local community groups along with Mr. C Edwards Town Centre Development Officer to make progress.

Cllr H Wright reminded members that it was the ambition of the Council to encourage people use the Town Hall for wedding ceremonies and associated receptions. In this vain Cllr Wright advised that he has been involved with the organization of a “Peaky Blinders Event” to raise funds for the forthcoming Reindeer Parade. Cllr Wright emphasised that he saw the event as one that would build stronger links with members of the community alongside being a “trail blazer” with regards to using the Town Hall for future similar event. To conclude Cllr Wright made a request to the committee that the Town Hall is given free of charge for the evening, given the profits raised by the event would be going to the Christmas Parade and this could be seen as a positive contribution by the Town Council.

**Resolved to Recommend:**                      **The Council would provide financial support to the event equivalent to the cost of the room hire for the “Peaky Blinders” themed event in the knowledge the funds raised go to the Reindeer Parade.**

**5: Replacement Curtains (Update)**

The Clerk confirmed that the curtains would be fitted within the next 3 weeks.

**6: Hearing Loop Update**

The Clerk confirmed that since returning to post she had contacted an alternative provider however as yet no response had been received.

**7: Health and Safety**

Asbestos Risk Assessment

Cllr Andrews confirmed that the asbestos assessment had been carried out and had identified asbestos in 3 areas to include the lounge (Lesser Hall), on the stairs and in the storeroom all of which were deemed low hazard.

One of the advisories had been to produce an asbestos management plan to avoid uncontrolled disturbances.

It was confirmed that Cllr Andrew would draw up a draft plan for consideration and if necessary, would seek advice for Ellis Whittam on the matter.

### Fire Risk Assessment

The meeting was advised that Mr. Flannagan of the St John Ambulance had agreed to carry out the Risk Assessment for the Town Hall and Cllr Andrew had spoken to him to ask that he includes in the assessment a review of plans for the lift. Cllr Andrew further advised that Mr. Flannagan was not easy to contact, and he intended to try to meet with him to discuss the matter further at the next St Johns Ambulance meeting. Members were advised that there could be a cost implication for the additional work for the lift, Cllr Andrew to report back accordingly.

### Fixed Wiring Test

Members were advised that the tests had been carried out and that the office was covered on for one year only and would then need another test to be carried out. Following discussion, it was agreed that it must be accepted that this will be an annual process that will need to be budgeted for.

Cllr Andrew further advised that the test identified that a number of sockets did not have the required RCD's and that these were necessary in public buildings. The Committee was advised that a quote for the work had been requested.

It was confirmed that the emergency lighting had been certificated for 1 year and that a logbook had been provided by the contractor to enable the caretaker or the clerk to carry out and record the necessary checks.

## **8: Disability Access Update**

### a)Grab Rail

Members were advised that a planning application had been submitted for the grab rails however the planning department wanted additional information before the application could be considered. Following discussion, it was agreed that Cllr Andrew and the Clerk would try and provide the additional information as requested but if necessary professional advice would be sought.

### b)Signage

Cllr Andrew and Ms. S Hookins to progress.

### c)Lift

The Committee was given an update on the submission of grant applications for the installation of the lift and Cllr Andrew informed members that the decision of the Stronger Communities fund was anticipated to be early October 2019. An additional application had been submitted to the Waterloo Foundation and it hoped that if successful £6,000 would be granted towards the project.

It was recognised that currently there was a shortfall in funding of £10,000 however following discussion the committee felt that it was prudent to go out to tender now so that the Council would be able to establish firm costs for the installation of the lift.

Agreed that the architect, quality surveyor and CDM advisor should be engaged at a cost of £1,100.00, the money to come from the £15,000.00 already set aside in this year's precept for the lift project.

## **9: IT Matters and Wifi Update**

The Clerk advised that she had recently received an estimate cost from the Vale of Glamorgan IT Department for the provision of wifi throughout the Town Hall and the figure quoted was £10,000.

It was recognised that following the installation of the new IT equipment a number of issues had come to light to include storage and back-up issues.

**Resolved to recommend:** That the Clerk and Cllr J Andrew arrange a meeting with the necessary officers at the Vale of Glamorgan IT Department to discuss the details of the quote provided and any outstanding IT issues.

**10:** (As previously discussed above)

**11. Request from Cardiff and Vale Fibrofighters**

Members considered the request from Cardiff and Vale Fibrofighters for free use of a room at the Town Hall.

Following discussion:

**Resolved to recommend:** That the Clerk advises the organisation that the request for free use of the Town Hall on a regular basis does not meet with the Town Council criteria and therefore the request is refused.

**Date and Time of Next Meeting**

Tuesday 15<sup>th</sup> October at 6pm