

**Cowbridge with Llanblethian Town Council
Minutes of the Meeting of the Town Hall Committee
held in the Council Chamber, Cowbridge Town Hall,
on Tuesday 9 July 2019**

- Present:** Mayor - Cllr A Trousdell
Deputy Mayor - Cllr S Vaughan
- Chairperson: Cllr J Andrew
- Councillors:** Cllr G Cox, Cllr H Wright, Cllr T Williams
- In Attendance:** Town Clerk – C John.

Cllr J Andrew opened the meeting and thanked the committee for nominating him as Chairperson.

Cllr Andrew also said that he was sorry that Cllr George had decided to stand down as Councillor and asked that a vote of thanks be given for his work on Town Hall Committee over the last two years. It was noted that there were now two vacancies on the Town Hall Committee to fill.

1: Apologies for Absence.
None

2: Declarations of Interest.
None

3: Matters arising from the Committee Meeting held on 11 June 2019 which are not already on this agenda

Page 1, Item 5 – Email system Update

Noted that the Town Clerk checks the Council group email is working

Page 4, Item 14, Painting of Main Doors at Front of Building

Confirmed that the main doors at the front of the Town Hall had been painted. Thanks to Mr W Harland and Mr W James for their hard work. Agreed that the inside of the doors would be painted in due course.

4: Town Hall Monthly Accounts – June 2019

Discussion 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.

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

5: To consider the Terms of Reference for the Town Hall Committee

Cllr Andrew advised that he had review the Terms of Reference from last year and had suggested some minor amendments.

Following discussion:

RESOLVED TO RECOMMEND: That the Terms of Reference are accepted with the appropriate amendments

6: Replacement of Curtains for the Council Chamber- Update

The Clerk advised that the new curtains would be fitted within the next 6 to 8 weeks.

7: Replacement Chairs Town Hall - Update

The Clerk advised that delivery of the new banqueting chairs was expected this coming Friday.

8: Hearing Loop

The Clerk informed the committee that as requested she along with Cllr Andrew had made initial enquires about a loop system.

Cllr Andrew presented the information to members and explained in detail the two options as provided by Audio Visual Direct.

Following consideration of the options:

RESOLVED TO RECOMMEND: That the Clerk makes enquires with two alternative local suppliers with regards provision of a suitable loop system

The committee did not feel that a loop system upstairs in the Main Hall was currently a priority.

Agreed that the Clerk would liaise with Cllr J Andrew on this item.

9: Health and Safety

a)Asbestos Risk Assessment

Clerk confirmed the Risk Assessment was being carried out on 16th July 2019

b)Fire Risk Assessment

Members were advised that two members of the St John's Ambulance who were qualified to carry out risk assessments had started the process last week. The Clerk confirmed that she had chased for an update but had not received a response as yet. The Clerk further confirmed that the officers had initially intimated that there would be no charge for carrying out the risk assessment, however she would re-confirm that this was still the case.

c)Fixed Wiring Test

Members were reminded that a local contractor had provided a quote of £1000.00 for the work to be carried out. The Clerk confirmed that a qualified electrician from Llantwit Major had visited the office the previous Friday but as yet not quotation had been received.

It was agreed that the Clerk should also contact Floodlighting Electrical to see if they would submit a quotation for the work to be carried out.

On the grounds of expediency.

RESOLVED TO RECOMMEND: That upon receipt of two further quotations the Clerk is given a budget of up to £1,000 to instruct a suitable contractor to get the fixed wiring test completed.

10: Disability Access

a) Grab Rails

Clerk confirmed that Grade II Listing consent had been submitted.

b) Signage

Dementia Friendly adviser had been approached and would be meeting with Ms Hookins in due course.

Agreed that investigation should also be made into signage for the partially sighted.

c) Lift

Cllr Andrew confirmed the following:-

- That £8573 had been received from the National Lottery.
- That the application to Dunhill Medical Trust had been unsuccessful
- That the Stronger Communities Grant Application was being considered on 12/7/19.
- That funds to date excluding the Town Council's contribution were £13,158.00

It was confirmed that the funding received was being ringfenced for the installation of the lift.

11: Big Screen Film Festival

Members were reminded that this matter had been referred from Full Council for further consideration.

The Clerk informed the committee that upon further investigation of the Big Screen accounts it had been noted that Big Screen do in fact pay hire fees to the Town Council and at the end of the year having paid all other outstanding debts pay 50% of their profits to the Town Council.

It was further made clear that it was unlikely that the event would make any profit however if it did the money would go back in to arranging a future Film Festival

The committee agreed that this was a worthwhile community event and one that should be fully supported.

RESOLVED TO RECOMMEND: That should be no charge for the use of the Town Hall for the event and no profit share.

RESOLVED TO RECOMMEND: That the Town Council is recognised on any promotional materials.

RESOLVED TO RECOMMEND: That the Big Screen Committee are asked to provide the Town Council with a copy of their accounts at the end of the Festival

12: Banner Policy

Following discussion:

RESOLVED TO RECOMMEND: That the Banner Policy as presented is accepted.

13: Replacement Piano

Members were advised that a piano had been donated to the Town Council and that the old Piano was currently being dismantled. Thanks to Ms Hoskins for her work on this item.

14: Damage to Wall - Corridor

Damage in the corridor had been noted.

RESOLVED TO RECOMMEND: That the Clerk arranges for repair work to be carried out

15: Date and Time of Next Meeting

Tuesday 10 September at 6.00 pm.