



Be kind



Byddwch yn garedig

COWBRIDGE (ANCIENT BOROUGH)
with LLANBLETHIAN TOWN COUNCIL
CYNGOR TREF Y BONT FAEN
(Bwrdeistref Hynafol) gyda
LLANFLEIDDAN

Minutes of the Meeting of the Town Hall Committee held in the Council Chamber and remotely using Microsoft Teams at 7.00pm on Tuesday the 4th of July 2023.

Attendees: **Council Chamber:** Cllr Gwen Baty, Cllr Alec Trousdell, Cllr Geraint Baty, Cllr John Andrew, the Mayor Cllr Malcolm Wilson, the Deputy Mayor Cllr Heather Weddell, Cllr David Breen, Town Clerk Cathy Kennedy & Deputy Town Clerk Sarah-Jane Marshall.

Microsoft Teams: There were no virtual attendees.

Committee Members: Cllr Gwen Baty, Cllr Alec Trousdell, Cllr Geraint Baty, Cllr John Andrew, the Mayor Cllr Malcolm Wilson, the Deputy Mayor Cllr Heather Weddell, Cllr David Breen & Cllr Ian Watkins.

1. ELECT A CHAIR AND DEPUTY CHAIR

RESOLVED

1.1 Cllr Breen was elected as Chair of the Committee for the ensuing year.

1.2 Cllr Wilson was elected as Deputy Chair of the Committee for the ensuing year.

2. APOLOGIES FOR ABSENCE

Apologies were noted from Cllr Watkins.

3. DECLARATIONS OF INTEREST

There were no declarations of interest.

4. MINUTES

The minutes from the meeting which took place on Tuesday the 2nd of May 2023 were considered.

RESOLVED

The minutes were approved as a true and accurate record.

5. MATTERS ARISING

5.1 The Town Clerk reported a meeting she had with Mr Phil Chappell from the Vale of Glamorgan Council, regarding "Big Screen Cinema". Cllr Breen reported a planned meeting with Snowcat, a company which screens films for the Penarth Community.

5.2 The Town Clerk reported that a specification and quotes for a new office boiler were in progress.

5.3 Cllr Gwen Baty highlighted the importance of updating the hearing loop system. Cllr Breen suggested requesting advice from the Royal National Institute for the Deaf (RNID), a national charity supporting people with hearing loss and/or tinnitus.

RECOMMENDED

Cllr Breen consult RNID for advice and to report at the next committee meeting.

6. TERMS OF REFERENCE

The reviewed terms of reference were considered. It was agreed to reduce the number of required members from six to four, plus ex officio members the Mayor and Deputy Mayor.

RECOMMENDED

To approve the revised terms of reference.

7. FINANCIAL REPORT

The financial report ending 28th of June 2023 was considered.

RECOMMENDED

To approve the financial report.

8. GAS CONTRACT RENEWAL

Quotes were considered to renew the contract for gas meter serial number 2199996215397

RECOMMENDED

To approve renewal with British Gas Lite for a period of 12 months at an annual cost of £5,135.62.

9. TOWN HALL HIRE

The reviewed town hall hire terms and conditions were considered by members. The Town Clerk advised members against allowing this age group to hire town hall rooms, due to damage and disturbance caused by past hirers of the same age group. The Committee resolved to allow 18–21-year-olds to hire town hall rooms, on the proviso that a £1000 refundable deposit is taken, in-case of any damages.

RECOMMENDED

To approve the reviewed hall hire terms and conditions, pending the above revision.

10. TOWN HALL CLOCK

The Town Clerk reported that a new strike mechanism was on order from a manufacturer in Italy.

11. MAYORS PARLOUR

The Mayor reported that he was meeting with the charity Vinci next week to arrange a volunteer day, with the objective of redecorating the Mayor's Parlour.

12. CORONATION COLLAGE

The Town Clerk noted that members' had been given the opportunity to review their individual photos stored in a SharePoint folder. With no objections, or replacements, these photos would be used to prepare a Coronation collage for display in the Town Hall Council Chambers.

13. VALE CONSULTANCY REPORT

Cllr Andrew reported on progress from the Vale Consultancy, courtesy of the Charter Trust, regarding the assessment of the frontage of the Town Hall. On the 6th of June 2023, an illustration of the planned frontage was provided.

RECOMMENDED

The Mayor to obtain a minimum of three quotes from independent companies.

14. TOWN HALL ROOF

A report detailing the progress of the claim for the CADW Grant was presented by the Town Clerk. It was noted that the Town Clerk and the Mayor will meet with a representative from CADW at the Town Hall on Thursday the 6th of June 2023.

15. DATE OF THE NEXT MEETING

Tuesday the 3rd of October 2023.