



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 6th February 2024.

Present: Council Chamber, Cllr Malcolm Wilson, Cllr Heather Weddell, Cllr Alec Trousdell, Cllr Geraint Baty, Cllr John Andrew, Cllr Gwen Baty, Cllr Lianne Evans, Deputy Town Clerk Clair Davis, Town Clerk Cathy Kennedy.

Microsoft Teams: There were no remote attendees.

Committee members: Chair of the Committee Cllr Dave Breen, Deputy Chair of the Committee Mayor Cllr Malcolm Wilson, Deputy Mayor Cllr Heather Weddell, Cllr Gwen Baty, Cllr Geraint Baty, Cllr John Andrew and Cllr Alec Trousdell.

1. APOLOGIES FOR ABSENCE

Apologies were noted from Cllr David Breen who has a six-month dispensation expiring on 23rd July 2024. Cllr Andrew requested it be noted that Cllr Breen's leadership and contributions would be missed and it is hoped that Cllr Breen will resume participating in council meetings in the future.

2. DECLARATIONS OF INTEREST

There were no declarations of interest from members regarding items on the agenda.

3. MINUTES

The minutes from the meetings held on the 5th December 2023 were considered page by page and members' expressed content that they were a true and accurate record of proceedings.

RESOLVED

The minutes from the meeting held on the 5th December 2023 were approved.

4. MATTERS ARISING/ACTION PLAN

The following actions were noted:

- a) Cllr Watkins and the new Community Engagement Officer are working on a plan for a Community Cinema to replace Big Screen.
- b) The Community Engagement Officer is working on revitalising the logos for the town council and developing graphics for a new town council flag.

- c) The chamber's microphones were temporarily removed to assess potential improvements in sound quality. Officers will review the recording to determine whether this objective was achieved.
- d) Representatives from St Fagans Museum will visit the town hall next week to evaluate potential locations for loaning the original clock mechanism to the council. The assessment will include determining its placement and the appropriate housing arrangements.

5. FINANCIAL REPORT

Members reviewed the Financial Report ending 31st January and reported that the new management accounts were beneficial in understanding the town council's financial position relating to the budget. Observations were made regarding discrepancies in the recording of variances. The town clerk acknowledged this and assured that they would be rectified before the next meeting.

RESOLVED

The Financial Report was approved.

6. TOWN HALL OFFICER BOILER REPLACEMENT

It was noted that the Vale Planning Officer had requested a retrospective listed building consent application be completed for the boiler as a hole had been drilled in the outside wall for a flue.

RESOLVED

It was agreed that pending his agreement delegated powers be given to Cllr Champion in collaboration with the Town Clerk to oversee completion of the application.

7. HIRAETH SURVEY

The scheduling of a meeting with Hiraeth representatives and members on 23rd February was acknowledged. Cllr Andrew expressed appreciation for the Hiraeth Report, highlighting that the town hall roof required repairs in specific areas rather than a full replacement. He recommended proceeding with urgent items, as these had been budgeted for in the 2024/25 budget. Cllr Wilson raised concerns about the lack of categorisation for structural items and noted movement in the back wall.

RESOLVED

It was agreed that the deputy town clerk would invite all members' to attend the meeting on the 23rd February.

8. TOWN HALL FRONTAGE

The discussion highlighted that consensus had not been reached on part 2, encompassing the lighting of the town hall, the installation of railings around the war memorial, and the replacement of the bench. On the other hand, part 1, which involves the cleaning of the frontage, had received approval.

RESOLVED

The town clerk to contact Vale Consultancy to request a final proposal for part 2.

9. MARRIAGE LICENCE

The deputy town clerk presented a report regarding the renewal of the marriage license. She highlighted a current profit of £400, and the commitment of the new community engagement officer to actively promote the town hall as a venue. It was suggested that a reconsideration of this matter could be deferred until later in the year since the license renewal was not scheduled until December 2024.

10. TOWN HALL ROOF

Based on the discussion around item 7, the Hiraeth Report, it was observed that the report indicated the town hall roof required repairs rather than complete replacement.

RESOLVED

Officers seek grant monies to fund roof repairs and maintenance works as outlined in the Hiraeth Survey Report.

11. BOOKING PROCEDURES

The deputy mayor submitted a report proposing that mayoral and community events be given priority over bookings from other hirers. Following a discussion, the town clerk advised that priority should be given to high-income and regular hirers over ad hoc bookings. She cautioned against potentially upsetting regular hirers, as it could negatively impact the crucial income generated by the town hall.

RESOLVED

The decision was made to defer the item to the next committee meeting, for which officers will prepare a report for presentation to the members.

12. MEETING DATES AND FREQUENCY

The town clerk submitted a report, requesting the committee consider the benefits of reverting to monthly meetings as part of the preparation for the annual statutory meeting in May. During this annual meeting, decisions regarding the meeting schedule for the rest of the year will be made.

13. LGBT HISTORY MONTH

It was noted that the flag in support and recognition of LGBT History Month was currently displayed, and that the community engagement officer was in the process of preparing a schedule outlining suggested events and awareness days for the town council to review at the next full council meeting.

14. DATE OF NEXT MEETING

The date of the next meeting is 9th April 2024