



Be kind



Bydewch yn garedig

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

Minutes of the Town Hall Committee Meeting

Minutes of the meeting held in the Council Chamber and remotely via
Microsoft Teams on Tuesday 2nd July 2024 at 7:15PM.

Present in the Chamber:

- Cllr John Andrew (Chair)
- Cllr Malcolm Wilson (Deputy Chair)
- Cllr Gwen Baty
- Mayor Cllr Heather Weddell (Ex officio)
- Deputy Mayor Cllr Geraint Baty (Ex officio)

Present by Microsoft Teams: Cllr Alec Trousdell

Also in attendance:

- Cathy Kennedy, Town Clerk
- Clair Davis, Deputy Town Clerk

Committee Members: Cllr John Andrew (Chair), Cllr Malcolm Wilson (Deputy Chair)
Cllr Heather Weddell (ex officio) Cllr Geraint Baty (ex officio), Cllr Gwen Baty & Cllr
Alec Trousdell.

10/TH2024 APOLOGIES

No apologies were received.

11/TH2024 DECLARATIONS OF INTEREST

No declarations of interest were made.

12/TH2024 TERMS OF REFERENCE

The Meeting reviewed version two of the Terms of Reference for 2024/25. This new version stems from a decision made at the Full Council Meeting on 19th June 2024, Item “**48/2024 Delegation of Powers to Committees**” at which the following amendments were approved.

- (a) Manage spending within the approved budget, refer any excess requests to the Finance & Governance Committee and then to Full Council.

- (b) The Committee can transfer up to £5,000 between underspent budgets, provided the overall Committee budget is not exceeded.
- (c) **Delegated Powers:** The Committee has the authority to proceed with expenditure within the Town Hall Committee's annual budget and must report progress at each Full Council meeting. The Council may revoke these delegated powers if budget control is deemed inadequate.
- (d) **Decision-Making:** All other decisions made by the Town Hall Committee must be presented to the Full Council as recommendations

Recommended: To approve version two of the Terms of Reference.

13/TH2024 MINUTES

Resolved:

The minutes from the meeting held on 4th June 2024 were approved.

14/TH2024 MATTERS ARISING

The following matter was raised:

Add to the agenda for the next meeting: use of the mayor's parlour as a heritage room and a location to display the original tower clock mechanism.

15/TH2024 FINANCIAL REPORT

The format of the financial management report was discussed, and it was agreed to address further in the finance and governance meeting to ensure all committee management reports are maintained in a consistent format.

16/TH2024 TOWN HALL REFURBISHMENT TASK AND FINISH GROUP

The meeting was informed that Councillor Wilson and Town Clerk Cathy Kennedy had met remotely with a Grants Advisor on July 1st and would follow up with an in-person meeting at the Town Hall on July 10th, 2024.

The scope of the group includes all the work identified in the Hiraeth survey, as well as repairs to the front of the Town Hall. The total estimated cost is just over £300,000. Upon detailed review, it became clear that the current budget is insufficient for these tasks, necessitating the acquisition of grants, which Cllr Wilson and the Town Clerk are pursuing.

Cllr John Andrew detailed a few minor tasks that can be managed within the current budget and the following actions were noted by Officers and will be overseen by the Deputy Town Clerk.

- (a) **Maintenance Team:** Clear out and maintain the rainwater gully at ground level behind the Town Hall. This should be added to the monthly task schedule.

- (b) **Council's Hygiene Service Provider:** Move the air freshener in the ground floor male toilets to prevent damage to the paintwork.
- (c) **Electrician:** Secure the light bulbs and cabling around the stage.
- (d) **Maintenance Team:** Clean salts from the flagstones with a damp cloth as part of the weekly cleaning routine.
- (e) **Maintenance Team:** Remove rubber-backed mats from the flagstones to allow them to breathe.
- (f) **Maintenance Team** - Investigate the ceiling access hatch above the stage. Determine its purpose and whether it restricts access to unauthorised persons.

17/TH2024 TOWN HALL ACTIVITY

A report outlining the annual Town Hall booking activity was presented by the Town Clerk, along with a proposed plan, prepared by the Community Engagement Officer with the objective of maximising usage of the Town Hall. Discussion points included the potential for Cowbridge Amateur Dramatic Society (CADS) productions at the venue, updates on the proposed community guide, weekend event scheduling, and the request for the Community Engagement Officer to attend the next meeting to elaborate on marketing strategies and the Community Guide. It was noted that there is available grant funding aimed at addressing rural isolation, coordinated by Grants for Voluntary Services (GVS).

Actions: The Community Engagement Officer Tom Hope present on marketing strategies at the next committee meeting.

18/TH2024 TOWN HALL BOOKINGS

The Town Clerk presented a report outlining a procedure for prioritising booking requests from Town Hall hirers.

Recommended: To approve the Town Hall Booking Procedure.

19/TH2024 DATE OF NEXT MEETING

3rd September 2024.

Meeting Adjourned at: 7:58PM

Minutes Prepared by:

Cathy Kennedy, Town Clerk, on the 4th July 2024

Approved by the Town Hall Committee on the xx

Signed by Committee Chair: Cllr John Andrew

Date: xx

Appendix One

Recommendations to Full Council

12/TH2024 TERMS OF REFERENCE

To approve version two of the Terms of Reference.

18/TH2024 TOWN HALL BOOKINGS

To approve the Town Hall Booking Procedure.

Action Items:

16/TH2024 TOWN HALL REFURBISHMENT TASK AND FINISH GROUP

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