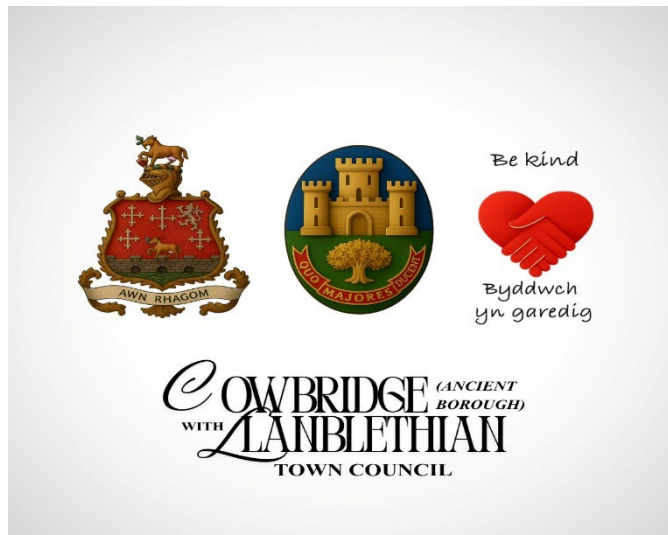




Minutes of the Town Hall committee Meeting 7:15 pm 21st October 2025

Present in the Council Chamber: Cllr Danial Sami (Chair), Deputy Mayor Cllr Malcolm Wilson (Deputy Chair), Mayor Geraint Baty, Cllr Gwen Baty, Cllr Peter Carter, Cllr Rowena Harbour and Deputy Chief Officer Clair Helen Davis

Committee Members: Cllr Danial Sami (Chair), Deputy Mayor Cllr Malcolm Wilson (Deputy Chair), Mayor Geraint Baty, Cllr Gwen Baty, Cllr Sue Bond, Cllr Peter Carter, Cllr Rowena Harbour

36/TH2025 APOLOGIES

Apologies were noted from Cllr Bond.

37/TH2025 DECLARATION OF INTERESTS

There were no declarations of interest.

38/TH2025 MINUTES

The minutes of the previous meeting were approved.

39/TH2025 MATTERS ARISING

Town Hall Roof Repairs the Deputy Chief Officer updated the committee that the roofer will carry out the repairs as soon as weather permits, in regard to the CADW grant we are still waiting on a site visit. This was confirmed to the Chief Officer by Lindsay Christian Senior Planner Conservation.

Alcohol License the Deputy Chief Officer updated that the Chief Officer would complete the application no later than 30th November.

40/2025 FINANCIAL REPORTS

It was discussed that there is money to purchase a replica mace when the time comes for the Heritage Room. It was also discussed how well the revenue is from Town Hall hire.

Resolved

The financial report for September 2025 was approved.

41/TH2025 UPDATE ON PROGRESS OF EOI FOR REFURBISHMENT

Cllr Wilson updated the Committee on progress regarding the Heritage Lottery Fund bid. Members were informed that the appointed architects have commenced work on the project.

It was noted that meetings are scheduled for November and December to finalise the details of the bid. Following these meetings, the completed bid will be submitted to the Heritage Lottery Fund in January.

42/TH2025 TOWN HALL BOOKING FORM AND TERMS AND CONDITIONS.

The Committee discussed the new Town Hall Booking Form. It was noted that the stated capacity of the Council Chamber was incorrect.

Cllr Wilson commented that he considered the terms and conditions to be overly wordy; however, he agreed that they should remain, with a larger print size to ensure

they are read and signed.

Resolved

The Town Hall Booking Form be approved, subject to the amendments discussed.

43TH2025 OPERATIONAL DATA

Cllr Sami presented a detailed analysis to the Committee on the patterns of Town Hall hires, highlighting periods of high and low usage. Members commended the clarity and thoroughness of the presentation.

It was noted that the information would provide a valuable tool for future marketing efforts, enabling the Council to promote the Town Hall more effectively during quieter periods and optimise booking

44/TH2025 POSSIBLE MOVE OF THE DEFIBRILLATOR

The Committee discussed at length the request by Cllr Ellis to relocate the defibrillator to an external position. Members noted that moving it could impact the building, which is Grade II listed.

Cllr Harbour suggested the possible use of a key safe as an alternative.

Resolved

The defibrillator remains inside the Town Hall due to the volume of hirers and visitors. In consideration of the building's Grade II listed status, no relocation will be undertaken at this time, however the Committee will continue to look at ways to operate 24 hours a day all year round.

45/TH2025 DATE OF NEXT MEETING

18th November 2025 at 7:15 pm