

**Cowbridge with Llanblethian Town Council
Minutes of the Meeting of the Town Hall Committee
held in the Council Chamber, Cowbridge Town Hall,
on Tuesday 11th January 2005 at 8.00pm.**

Present Chairman - Councillor W H Evans
Deputy Mayor - Councillor Mrs G Baty
Councillors - H W Field, J R Harris and Mrs M Williams MBE

In Attendance:

Town Clerk - Mr Andrew Davies.

Item 1: Apologies for Absence.

Councillors: G A Cox, Mrs S M Cox and A Thomas

Item 2: Declarations of Interest.

None.

Item 3: Matters arising from the Committee meeting held on 7th December 2004.

None.

Item 4: Matters arising from the Full Council meeting held on 21st December 2004.

None.

Item 5: Budget 2005/2006

Members were circulated with revised figures for next year's budget which came within those allowed for by the Chairman of the Finance and General Purposes Committee.

Item 6: 'Duty to Manage' Asbestos.

The Town Clerk advised members that he is in possession of the Asbestos Report, which resulted from the survey carried out at the Town Hall by the Asbestos Officer from the Vale of Glamorgan Council. The survey also covered all out buildings for which the Town Council is responsible. The Report highlighted three areas where asbestos has been discovered. Two areas are in the Town Hall and the third relates to the corrugated roof at the 'lock-up' garage at the Limes Cemetery and is of very low risk.

In the Town Hall, the boiler room was identified as a high-risk area requiring immediate attention. The cistern operating the 'gents' urinal also contains asbestos but this is very low risk and only requires labelling and monitoring.

As far as the boiler room is concerned, the Town Clerk confirmed that a specialist company has carried out the necessary work to remove the asbestos and subsequent tests have shown that the boilerhouse is now 'clean' and its use may be continued.

Members of the Committee expressed their thanks to Mr Billy James (Amenities Supervisor) for all the extra work entailed in this process.

Item 7: Town Hall - Rolling Programme

a) Cell in Mayor's Parlour (ceiling).

Members were circulated with a quotation received from Protector Home in the sum of £799.00 to supply and fit eighteen 'cintec' anchors into the ceilings of the cell off the Mayor's Parlour and cell no. 7 used by the museum.

This follows an extensive investigation being carried out by Mr J Jones from Andrew James Partnership and several structural surveyors as well as the examination of a 'bore' taken from the ceiling from one of the cells.

Members of the Committee **recommend** that the quotation is accepted and that the work is carried out without delay.

b) Lesser Hall Kitchen/catering facilities

Letter received from Miss Sue Brown, Environmental Health Officer from the Vale of Glamorgan Council as the result of her visit to the Lesser Hall kitchen to examine facilities provided.

The letter can be divided up into the following:

- The current layout design, construction and design is adequate for its current usage. i.e. light catering
- Should the extent of catering be intensified then current facilities would not be adequate. More complex catering such as the preparation and service of main meals of several courses or for a large number of people may prove the kitchen to be totally inadequate in equipment and size.

Kitchens used for preparation and cooking of multi-course and main meals require:

i) Mechanical extraction and ventilation to remove steam, odours and waste products of combustion as well as a system to provide clean replacement air. Such systems normally require the construction of extraction canopies, flues and stacks, which require ongoing cleaning maintenance and are usually situated on outside walls.

ii) Current facilities and equipment would have to be improved and updated and the standard of food preparation upgraded e.g. replacement of existing work surfaces, separate hand wash basins separate from equipment washing sinks, extra storage and structural finishes such as the uneven walls and tiled window sills upgraded to provide 'easy clean surfaces'.

Similar requirements would also be applied to the current and any proposed provision of any catering facilities on the first floor.

The letter further stated that in light of current legislation the Council might be more prudent examining implications and costs involved with the Disability Discrimination Act ahead of any upgrading of the catering facilities.

Members noted the content of the letter and it was agreed that until a cost benefit/ analysis has been carried out the matter could progress no further one way or the other. Councillor H W Field stated that he is quite willing to carry out such a costs analysis for consideration in the future so that it may be determined whether anything would be gained as a result of great expenditure on the catering facilities rather than providing improvements for the current users and the purposes for which the kitchen is being used. Recent years have already seen improvements to the hot water supply which now provides hot water on demand and the installation of an industrial dishwasher.

- Item 8: Disability Rights Commission – Access Audit Rolling Programme**
Financial year 04/05
a) WC for disabled persons.
The Town Clerk reported that written confirmation has been received and that work is well under way on the project.
- Item 9: C.A.S.H. Grant 2005/2006**
The Town Clerk confirmed that the Leisure and Amenities Committee have identified several items and that applications in respect of these will be made. It was agreed that members of the Town Hall Committee should bring any ideas to the next meeting.
- Item 10: Correspondence.**
10.1 Letter received from Welsh Water in respect of Water Mains Refurbishment, in the Cowbridge Area (Cowbridge South) with an anticipated start date start date August 2005.
Noted.
- Item 11: Any Other Business.**
11.1 The Museum Trust has asked that the following matters are brought to the attention of the Committee:-
- The door to cell number 3 is proving extremely difficult to open and close as a result of the hinge mechanism at the bottom of the door having rotted away.
 - The photographs in the corridors are deteriorating and require expert attention to avoid their complete loss as an historical record.
- The Town Clerk agreed to make enquiries with the Museum of Welsh Life at St Fagan's for advice about from where assistance might be sought on both matters.
- Item 12: Date and Time of next Meeting**
Tuesday 8th February 2005 at 8.00pm.

Councillor W H Evans
Chairman.