

**Cowbridge with Llanblethian Town Council**  
**Minutes of the Meeting of the Town Hall Committee**  
**held in the Council Chamber, Cowbridge Town Hall,**  
**on Tuesday 3<sup>rd</sup> February 2004 at 8.00pm.**

**Present** Chairman – Councillor J L Jones  
Vice-Chairman - W H Evans  
Mayor - Councillor H W Field  
Deputy Mayor – Councillor Mrs S M Cox,  
Councillors –G A Cox and J R Harris

**In Attendance:**

Town Clerk - Mr Andrew Davies.

**Item 1: Apologies for Absence.**  
Councillor V W Eveleigh.

**Item 2. Declaration of Interests.**  
None.

**Item 3: Matters arising from the Committee meeting held on 6<sup>th</sup> January 2004.**  
No matters arising.

**Item 4: Matters arising from the Full Council meeting held on 20<sup>th</sup> January 2004.**  
No matters arising.

**Item 5: Town Hall - Rolling Programme.**  
a) Window above porch, Main entrance.  
The Town Clerk confirmed that work to the window has been scheduled for 12/13 February.

**Item 6: Disability Rights Commission – Access Audit.**  
a) Draw up plans for WC for disabled persons.  
Members were circulated with copies of the proposed plans. A copy has also been circulated to Mrs Yvonne Farmer who is an Independent Disability and Access Advisor and who had carried out an ‘access audit’ of the Town Hall. The Town Clerk confirmed that he had spoken to Mrs Farmer and the only observation that she had put forward was for the wash hand basin to be positioned closer to the toilet.  
  
b) Handrail on internal stairs (west entrance)  
The roundels are the only item remaining and the corner of the rail at the first turn is to be rounded.

**Item 7: Correspondence.**

7.1 Letter received from the Rotary Club of Cowbridge. The letter referred to the request, which had been refused by the Town Council for permission to display a banner on the front of the Town Hall to advertise events organised by the Club. The Club is disappointed that their request has been refused and pointed out that banners were placed on the building by hirers of the Town Hall to advertise events relating to the hire and felt that the Council were not giving an 'even handed' approach to the matter. The Rotary Club asked the Town Council to re-consider their request.

The matter was discussed and members agreed that the determination previously made by the Council should stand but that guidelines should be clear as to what banners/advertising may be displayed.

The Chairman proposed the following wording which members discussed and **recommended** should be adopted and included on the booking form.

- *Hirers of the Town Hall may be allowed to display banners etc to advertise an event for which they have hired the Town Hall, subject to permission being given by the Town Council or Town Clerk and any conditions relating to the same which are contained in the Conditions of Hire.*
- *The Town Council reserves the right to display banners/posters etc. to promote any event with which it has an association.*

7.2 Letter received from the Vale of Glamorgan Council containing notification of the annual renewal of the Public Entertainment Licence. The cost of the renewal is £330.00 and the renewal requires copies of a current fire safety certificate and electrical certificate.

**Noted.**

The Town Clerk confirmed that the fire safety inspection will take place during February and that arrangements for the electrical inspection are to be made although the firm previously engaged do not appear to be operational.

7.3 Notification received from 'Michaels Civic Robes' containing costs for cleaning / repair to Civic Robes.

**Noted.**

7.4 Letter received from Zurich Municipal Insurance Company confirming that the dishwasher is covered under the Town Council's Policy. Any premium increase has been waived until the renewal date.

**Noted.**

**Item 8: Any other business.**

None.

**Item 10: Date and Time of next Meeting**

Tuesday 2<sup>nd</sup> March 2004 at 8.00pm.

Councillor J L Jones

**Chairman.**