

**Cowbridge with Llanblethian Town Council**  
**Minutes of the Meeting of the Town Hall Committee**  
**held in the Council Chamber, Cowbridge Town Hall,**  
**on Tuesday 5<sup>th</sup> April 2005 at 8.00pm.**

**Present** Chairman - Councillor W H Evans  
Mayor – Councillor Mrs S M Cox  
Deputy Mayor - Councillor Mrs G Baty  
Councillor – G A Cox, J R Harris and Mrs M Williams MBE

**In Attendance:**

Town Clerk - Mr Andrew Davies.

- Item 1: Apologies for Absence.**  
Councillors H W Field and A Thomas
- Item 2: Declarations of Interest.**  
None.
- Item 3: Matters arising from the Committee meeting held on 8<sup>th</sup> March 2005**  
No matters arising.
- Item 4: Matters arising from the Full Council meeting held on 22<sup>nd</sup> March 2005**  
No matters arising.
- Item 5: Town Hall - Rolling Programme 2004/2005**  
a) Cell in Mayor's Parlour (ceiling).  
The Town Clerk confirmed that all the repair work has been completed to both cells and that the cracks have been filled with lime mortar and a lime wash applied.
- Item 6: Disability Rights Commission – Access Audit Rolling Programme**  
*Financial year 04/05*  
a) WC for disabled persons.  
The Town Clerk confirmed that the toilet is complete and the shelving in the new cupboard and in the storeroom in place.
- Item 7: Town Hall - Rolling Programme 2005/06**  
(a) West entrance  
(i) decoration (ii) heating  
Committee members to suggest ideas of colour schemes for west entrance at next meeting.  
A quotation for a 'curtain' heater has already been obtained.
- (b) Town Clerk's Office  
(i) decoration (ii) carpet  
No matters arising.  
Details of carpet to be investigated by Town Clerk.

**Item 7: Town Hall - Rolling Programme 2005/06**

(c) replacement of blue tables

The Town Clerk will provided details of the cost of replacement tables by the next meeting.

(d) kitchen upgrade

Members agreed that there should be a consultation process with the users of the meeting, both regular and casual and it should take the form of a brief questionnaire. Users will be asked if the kitchen is adequate for what they use it for and if not, what they would consider to be the most important improvement that might be made.

**Item 8: Correspondence.**

8.1

Quotation received from Floodlighting & Electrical in the sum of £510.00 (excluding VAT) to upgrade the electrical circuits in the upstairs kitchen.

The works will include to supply and install a new mains circuit with a new fuse board to be fitted upstairs. The new fourway fuse board will supply a circuit of 6 twin sockets. In addition the single sockets in the annexe will be up graded from single to twin sockets.

**Proposed** by Councillor G A Cox, seconded by Councillor J R Harris that the quotation of £510.00 be accepted and the work is carried out.

**Resolved** as proposed.

**Item 11: Any Other Business.**

11.1

The chairman reported on the new Notice boards and advised that he was still waiting for details in respect of installation, treatment and decoration from Aztec Joinery.

11.2

The Town Clerk advised members that all the boilers in the Town Hall were serviced last week. There were no problems with the boilers in the Town Clerk's Office and the kitchen and the boiler in the Robing room requires some minor parts to be replaced.

In the process of servicing the main boiler it was established that there was a problem with the burners that resulted a very high and unacceptable build up of carbon monoxide before combustion. To cure this would require the replacement of parts, which can no longer be obtained because of the age of the boiler. As a result, the boiler is no longer operational and has been switched off permanently. Four replacement fan heaters have been hired to ensure comfort and hiring obligations to hirers are maintained.

Members discussed the matter at length and agreed that enquiries proceed to replacing the boiler whilst at the same time, consideration is given to the possibility of having greater control over heating the Lesser and Main halls independently as well as together. Members agreed that the system should be 'power flushed', if the current pipe work allows, before a replacement boiler is connected.

The Town Clerk confirmed that Burner Efficiency will be carrying out a survey tomorrow (Wednesday) and advice on other contractors is being sought.

**Item 12: Date and Time of next Meeting**

Wednesday 4<sup>th</sup> May 2005 at 8.00pm.

Councillor W H Evans  
**Chairman.**