

**Cowbridge with Llanblethian Town Council**  
**Minutes of the Meeting of the Town Hall Committee**  
**held in the Council Chamber, Cowbridge Town Hall,**  
**on Wednesday 4<sup>th</sup> May 2005 at 8.00pm.**

**Present** Chairman - Councillor W H Evans  
Vice Chairman – Councillor A Thomas  
Councillor – H W Field, J R Harris and Mrs M Williams MBE

**In Attendance:**

Town Clerk - Mr Andrew Davies.

**Item 1: Apologies for Absence.**  
Councillors : Mrs G Baty, G A Cox and Mrs S M Cox.

**Item 2: Declarations of Interest.**  
None.

**Item 3: Matters arising from the Committee meeting held on 5<sup>th</sup> April 2005**  
The Town Clerk referred to item 8.1 and confirmed that the electrical work to upgrade the circuit in the upstairs kitchen has been completed by Floodlighting and Electrical.

**Item 4: Matters arising from the Full Council meeting held on 19<sup>th</sup> April 2005**  
No matters arising.

**Item 5: Town Hall - Rolling Programme 2005/2006**  
(a) West entrance  
(i) decoration  
Members discussed the colour scheme for the West Entrance.  
**Proposed** by H W Field seconded by Councillor J R Harris that all the paintwork and doors except the door leading to the corridor are painted with 'simple white 'easy clean' paint.  
**Recommended** as proposed.  
**Proposed** by Mrs M Y Williams seconded by Councillor J R Harris that the walls are painted with an 'easy clean' emulsion of light terracotta.  
**Recommended** as proposed.  
Members also agreed that the stairs be re-varnished.  
(ii) heating  
No matters arising.  
(b) Town Clerk's Office  
(i) decoration (ii) carpet  
No matters arising.  
(c) replacement of blue tables  
Details of the cost of replacing the blue tables with 'Gopak' folding tables were circulated to members. Ten three foot tables similar to those already used would cost £573.66 exclusive of VAT (This includes a discount of 10%)  
Members **recommend** that an order is placed to purchase ten new tables.

**Item 5: Town Hall - Rolling Programme 2005/2006 (continued)**

(d) kitchen upgrade

i. Proposed questionnaire for users.

Members agreed that the questionnaire should be issued to users without alteration.

ii Additional crockery. (First floor kitchen)

The Town Clerk confirmed that there are currently twenty-one cups and saucers available for use.

Members agreed to defer any decision on this matter.

**Item 6: Replacement Boiler**

An initial document prepared for Andrew James Partnership and from which a specification will be drawn up was circulated to the Committee.

Members considered the document and **recommend** that because of the technicalities Mr Jim Jones of Andrew James Partnership be appointed as 'project manager' to act on behalf on the Town Council including the preparation and issuing of the tender documents with the final say of the contactor to be engaged resting with the Town Council.

**Item 7: Correspondence.**

7.1 Letter received from the Vale of Glamorgan Council confirming that the Public Entertainment Licence for the Town Hall has been renewed.

**Noted.**

7.2 Letter received from the Civic Trust for Open Doors 2005 European Heritage Days in Wales. The weekends are being spread across September 10/11 17/18 & 24/25.

The Town Council has opened the Mayor's Parlour in previous years, displayed its civic regalia and various historic artefacts.

Members **recommend** that the Town Council should participate again in conjunction with the museum and open on Saturday 10<sup>th</sup> September between 11am and 4pm. The Town Clerk confirmed that he has already spoken with the Curator of the museum, Mrs Pamela Robson, about the possibility of having a 'Home Front' theme, as there are plenty of relevant exhibits in the museum, which could be displayed.

**Item 8: Any Other Business.**

8.1 The Town Clerk confirmed that the excavation for the time capsule has been completed. A coffee morning is being held this Saturday (7 May) in conjunction with the museum being open to display some of the items, which may end up going into the capsule.

Councillor Evans thanked the members of the Committee for their assistance and support during the year

**Item 9: Date and Time of next Meeting**

Tuesday 7<sup>th</sup> June 2005 at 8.00pm.

**Chairman.**