

**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> October 2006 at 8.00pm.**

**Present** Chairman – Councillor W H Evans  
Vice Chairman – Councillor A Thomas  
Mayor – Councillor Mrs L Adams  
Councillors – G A Cox, J R Harris, L E Taylor and Mrs M Y Williams M.B.E.

**In Attendance:**

Town Clerk - Mr Andrew Davies.

**Item 1: Apologies for Absence.**  
Councillor H Ll Morgan.

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

**Item 3: Matters arising from the Committee meeting held on 5<sup>th</sup> September 2006.**  
No matters arising.

**Item 4: Matters arising from the Full Council meeting held on 19<sup>th</sup> September 2006.**  
No matters arising.

**Item 5: Town Hall - Rolling Programme 2006/2007**  
i) Curtains.  
The C.A.S.H. Grant Application will be determined before Christmas.

**Item 6: Premise Licences/Personal Licence**  
The above matter was discussed at length. The current licence allows for regulated entertainment only and any supply of alcohol has to be covered with a Temporary Events Notice which is the responsibility of the hirer to obtain. Each premise is restricted to twelve Temporary Event Notices per calendar year. For a permanent alcohol licence, a DPS (Designated Premise Supervisor) has to be appointed and has to be available whenever the licence is being used. The person also has to be the holder of a Personal Licence for which he is personally liable should any problems occur when alcohol is served.

**Proposed** by Councillor G A Cox, seconded by Councillor Mrs L Adams that the matter should be reviewed again in six months.  
**Recommended** as proposed.

**Proposed** by Councillor L E Taylor, seconded by Councillor W H Evans that a letter is sent to John Smith MP concerning the restrictions placed by there only being twelve Temporary Events Licences being permitted for the Town Hall and similar venues such as village halls in any calendar year and also how it restricts charitable organisations with fund raising events and the curtailing effect it has on community life, especially in rural areas.  
**Recommended** as proposed.

**Item 7:**  
7.1

**Correspondence.**

Letter received from South Wales Fire Authority following their inspection of the Town Hall.

The following recommendations have been made:

- Fire Risk Assessment
- Intermediate fire exit signs to be provided in those parts of the premises from where the direction of escape would not otherwise be apparent.
- The existing emergency lighting should be upgraded to comply fully with BS 5266: Part 1: 2005. It should also provide for all windowless areas including toilet accommodation. Routine daily, monthly and annual testing and inspection of the lighting system must be carried and a log kept where there are no faults and/or repairs noted.

A follow up inspection will be made in three months time.

**Recommended** that Floodlighting and Electrical is requested for a costing of the work required and that the Risk Assessment is carried out before the next Committee meeting and any fire exit signs are put in place.

**Item 8:**

**Any Other Business.**

None.

**Item 9:**

**Date and Time of next Meeting**

Tuesday 7<sup>th</sup> November 2006 at 8.00pm.

Councillor W H Evans

**Chairman.**