



Be kind



Byddwch yn garedig

COWBRIDGE (ANCIENT BOROUGH) with
LLANBLETHIAN TOWN COUNCIL
CYNGOR TREF Y BONT FAEN
(Bwrdeistref Hynafol) gyda
LLANFLEIDDAN

Minutes of the Meeting of the Town Hall Committee held in the Council Chamber and remotely using Microsoft Teams at 7.00pm on Tuesday the 7th of June 2022.

Present: Councillors; John Andrew, Malcolm Wilson, and Heather Weddell, Andrew Pritchard (arrived 7.20pm)

Town Clerk Cathy Kennedy

Apologies: Councillors; Geraint Baty, Gwen Baty.

THE MEETING WAS RECORDED

Committee Members: The Mayor John Andrew, The Deputy Mayor Malcolm Wilson, Gwen Baty, Geraint Baty, Heather Weddell and Andrew Pritchard.

1. ELECT A CHAIR FOR THE ENSUING YEAR

Cllr Malcolm Wilson was elected as chair of the committee for the ensuing year.

2. ELECT A DEPUTY CHAIR FOR THE ENSUING YEAR

Cllr Heather Weddell was elected as deputy chair for the ensuing year.

3. APOLOGIES FOR ABSENCE

Apologies for absence were noted from Cllrs; Geraint Baty and Gwen Baty.

4. DECLARATIONS OF INTEREST

There were no declarations of interest.

5. TERMS OF REFERENCE

RESOLVED

The terms of reference for 2022/23 were approved.

6. MINUTES

RESOLVED

The minutes of the meeting held on Tuesday the 7th of April were approved.

7. MATTERS ARISING

There were no matters arising from the minutes of the 7th of April meeting.

8. FINANCIAL REPORT

RESOLVED

The financial report was approved.

9. TOWN HALL LANTERN

The committee received a verbal report regarding the town hall lantern which is in the process of being assessed by Centregreat Limited.

The Town Clerk to inform Centregreat that the councils' preference is to refurbish the lantern and to request appropriate costs.

10. CHAMBER AND MAYOR'S PARLOUR CLOCKS

A detailed report was received on the refurbishment of the mayor's parlour and chamber clocks. It was noted that both clocks are now running smoothly, and following a final assessment will be returned to their original locations during the next few months.

11. MAYORS PARLOUR AND LESSER HALL ROOFS

It was noted that the Vale of Glamorgan council had approved listed building consent and the contractors would be contacted to schedule the roof works asap.

12. TOWN HALL HIRE

The meeting received a printed and verbal report of the month's bookings.

13. TOWN HALL AS TEMPORARY CLASSROOMS

Following complications with roof works at their premises, it was noted that for two weeks during May, sixty children from Y Bont Faen Primary School had been using the town hall as an emergency classroom. The Committee commended the staff for their effort and responsiveness in assisting the school. However, the use of the Council Chamber in this way should be regarded as an exception and in future it should be used only for weddings and for hirings which do not require the furniture to be moved

14. TOWN HALL KEYS

It was noted that a review of keys to the town hall had taken place and the locks had been changed to the town clerk's internal office door.

15. RECOGNITION FOR LIFT SPONSORS

It was agreed that a professionally produced plaque recognising the Lift project team and financial sponsors should be erected and that those named should be invited to a future Coffee and Drop in morning.

16. FIXED ASSET REGISTER

It was noted that the internal audit recommended a review of the fixed asset register and the addition of the reviewed document to the Scribe accounts package.

17. EMERGENCY CONTACT LIST

Cllr Weddell volunteered to be added to the emergency contact list along with the existing volunteers. It was agreed that those on the emergency contact list should be given training in dealing with the sort of incidents that they are likely to encounter such as resetting lift and resetting the fire alarm.

18. DATE OF NEXT MEETING

The next meeting will be held on Tuesday the 6th of September 2022.