

**Cowbridge with Llanblethian Town Council  
Minutes of the Meeting of the Town Hall Committee  
Held remotely using Microsoft Teams  
on Tuesday 13<sup>th</sup> April 2021**

**Present:** Mayor - Cllr S Vaughan  
Deputy Mayor – Cllr R Spencer-Downe

**Councillors:** Cllrs J Andrew (Chair), A Trousdell, M Wilson and G Cox.

**In Attendance:** Town Clerk – Cathy Kennedy  
Temporary Admin Assistant (minute taker) – Amanda Pallister

***As a mark of respect following the death of HRH The Duke of Edinburgh all members of the committee wore black clothes, black armbands or black ties. There was also a minute silence at the beginning of the meeting.***

**1. Apologies for absence**

Councillors G Baty and G J Baty.

**2. To receive Declarations of Interest (Members are reminded of the provisions of The Members Code of Conduct)**

None.

**3. Matters arising from the Committee Meeting held on 9<sup>th</sup> March 2021**

None.

**4. Town Hall Accounts**

There were no Town Hall Accounts to report (will have a report ready for the May 2021 meeting).

**RESOLVED TO RECOMMEND: Councillor Trousdell will circulate a year-end report to members of this committee as soon as it's finalised.**

**5. An update on roof repairs**

All roof leaks were repaired on Easter Sunday, apart from the slates on the west roof (coming back this weekend to complete).

**6. Kitchen refurbishment**

All items ordered were delivered on 13<sup>th</sup> April 2021 (work will commence imminently).

**7. Wedding licence renewal / wedding request**

The Town Clerk will be working on the renewal of the licence and has also been investigating a pricing structure.

**RESOLVED TO RECOMMEND:**

**Following a discussion all agreed on a price of £150 for the ceremony as an introductory offer. Further investigation needs to be done to agree a price that will cover all costs for future weddings (ensure it covers staff costs / setting up / cleaning).**

**8. Fire risk assessment actions update**

All actions now have either been done or in progress. Councillor Andrew was looking for agreement on the following documents circulated before the meeting:

1. Town Hall Conditions of Hire.
2. General Emergency Evacuation Plan (GEEP).
3. Management of the Lift.

The was a question raised by Councillor Vaughan regarding who is responsible for the various keys.

**RESOLVED TO RECOMMEND:**

**The documents were approved by this committee and will now be sent to Ellis Whitham to review.**

**The issue with key responsibility needs further discussion.**

**Lift training is to be organised for the new Assistant Town Clerk and Maintenance person.**

**9. Fire extinguishers annual check.**

The fire extinguisher annual check was done on 26<sup>th</sup> March 2021 (they are in good working order and a certificate has been issued).

**10. IT working Group update**

Key points highlighted by Councillor Andrew:

1. WIFI working throughout the Town Hall (Staff - secure and Guest). The login details for guest will be put on the notice board at the Town Hall.
2. The Town Clerk is organising one-to-one Microsoft Teams training for Councillors.
3. Councillor Wilson noted how well the IT updates were going and thanked Councillor Andrew (as did Councillor R Spencer-Downe).

**11. Electrical inspection report**

The inspection report has now been received (the emergency lighting inspection was a failure). Quotes totaling £1300 for repairs to rectify the faults outlined in the report has been received. Councillor Andrew has also requested the inspectors do a site visit to explain the work needed.

**RESOLVED TO RECOMMEND: Obtain more quotes to compare prices / work to be carried out.**

**12. Boiler maintenance and renewal request for quotation update**

Quotes have now been requested from four companies (all except one has visited the Town Hall). Councillor Andrew will report back as soon as all quotes have been received.

**13. Lantern repair update**

Councillor Andrew has requested a guarantee for the work carried out, however the reply is currently not satisfactory so needs further discussion.

**14. External electrical socket update**

The Town Clerk is investigating more quotes to obtain a better price.

**15. Potential partial reopening of the Town Hall to hirers after 17<sup>th</sup> May 2021**

**RESOLVED TO RECOMMEND: Following discussions committee recommended re-opening the Town Hall after 17<sup>th</sup> May 2021 (subject to all Covid-19 safety / risk assessments being in place). However, the museum is not ready to re-open yet.**

**16. Date and Time of next Meeting – 6pm Tuesday 11<sup>th</sup> May 2021.**