



Be kind



Byddwch yn garedig

<p><b>COWBRIDGE (ANCIENT BOROUGH) with LLANBLETHIAN TOWN COUNCIL CYNGOR TREF Y BONT FAEN (Bwrdeistref Hynafol) gyda LLANFLEIDDAN</b></p>
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## COWBRIDGE WITH LLANBLETHIAN TOWN COUNCIL

**Minutes of the Meeting of the Town Hall Committee held in the Council Chamber and remotely using Microsoft Teams at 7.00pm on Tuesday 7<sup>th</sup> of December 2021**

**Present:** Cllr M Wilson (Chair of the Committee)  
Cllr Gwen Baty (Deputy Chair of the Committee)  
Cllr S Vaughan (Mayor)  
Cllr J Andrew (Deputy Mayor)  
Cllr G Cox  
Cllr A Pritchard

Town Clerk – C Kennedy  
Assistant Town Clerk – A Davies

**Apologies:** Cllr Geraint Baty and Cllr R Watkins.

### **THE MEETING WAS RECORDED.**

<b>1</b>	<b><u>APOLOGIES FOR ABSENCE</u></b> Apologies were noted from Cllr Geraint Baty and Cllr R Watkins.
<b>2</b>	<b><u>DECLARATIONS OF INTEREST</u></b> There were no declarations of interest received from members.
<b>3</b>	<b><u>MINUTES</u></b> The Chair of the Committee took the meeting through the minutes page by page.  <b><u>RESOLVED</u></b> The minutes from the meeting held on Tuesday the 9 <sup>th</sup> of November 21 were approved as a true and accurate record of events.
<b>4</b>	<b><u>MATTERS ARISING</u></b> <b><i>Item 6 – Town Hall Room Hire</i></b> <ol style="list-style-type: none"> <li>a. Cllr Andrew asked for an update on the Town Hill price list. The Town Clerk reported that the prices had been updated but not the room number capacities as she was waiting for the Health &amp; Safety advisors to respond to her request.</li> <li>b. Cllr Andrew noted that a request had been received from '<b><i>Dementia Friendly Cowbridge</i></b>' to use the Town Hall free of charge for a Dementia Open Day.</li> </ol>

	<p>c. The Town Clerk confirmed that the group had been invited to submit a grant application to apply for monies to cover hire, plus any other costs involved with the running of the group.</p> <p><b>Item 7 – Town Hall Wedding Hire</b> Cllr Andrew asked if there had been any bookings for wedding hire since the last meeting, the Town Clerk responded with one weekend booking confirmed for April 2023.</p> <p><b>Item 15 – Christmas Trees</b> Cllr Andrew asked if there were any updates regarding Christmas Trees as the item was on the Nov agenda but the meeting had run out of time. The Town Clerk responded that the item had expired as the trees were now in place and decorated.</p>
5	<p><b><u>ACTION REPORT</u></b></p> <p>a. Cllr Vaughan asked for an update on quotes to replace the flooring in the lounge and the back staircase. The Town Clerk responded that two quotes had been received for just under £5000, these include asbestos removal plus the fitting of new flooring. She went on to say that given the financial commitment involved with replacing 2 boilers and 2 roofs, she advised that flooring replacement could wait until the next financial year.</p> <p>b. Members noted the action report.</p>
6	<p><b><u>THE TOWN HALL FINANCIAL REPORT</u></b></p> <p>a) The Town Clerk presented year end summaries of receipts &amp; payments plus bank reconciliation.</p> <p>b) Cllr Wilson asked why the reports state receipts &amp; payments and when are council moving to income &amp; expenditure. The Town Clerk responded that the council are currently on income &amp; expenditure despite the wording on the reports generated by the Scribe Software.</p> <p>c) Cllr Vaughan noted that in addition to room bookings, hirers should be charged for use of the Robing Room as a supplementary space to change and leave outer wear.</p> <p><b><u>RESOLVED</u></b> The financial report for November 21 was approved.</p>
7	<p><b><u>THE TOWN HALL BUDGET</u></b></p> <p>a. The Town Clerk presented the Town Hall Budget, briefing Members on each column and Budget Head.</p> <p>b. Cllr Vaughan Stated that ‘temporary staff’ costs should be included in the general budget and not the Town Hall budget.</p> <p>c. Cllr Andrew praised the Town Clerk on the preparation of the Budget. He went on to say that he felt the budget for exterior painting and maintenance should be increased.</p>

- d. Cllr G Cox said that he felt the Town Council should prioritise and asked if CCTV was essential. The Town Clerk said that in light of recent discussions regarding the potential installation of a burglar alarm, a basic CCTV system would be a less expensive and more manageable option.
- e. Cllr Wilson noted the maintenance budget as significantly lower than previous years. The Town Clerk responded that the maintenance budget seemed less because she had itemised headings such as the clocks, lift and window cleaning, items that would normally come under the main maintenance heading. Cllr Andrew felt the maintenance budget should be doubled; this was supported by Cllr Vaughan who also pointed out that a lot of maintenance took place during lockdown. She went on to say that reparations due to water damage in the Mayors Parlour would also need to be funded from the maintenance budget.
- f. Cllr Andrew said he understood Cllr Cox's view of being prudent with public monies but as a listed building he feels it is important to budget enough to not only maintain but improve the building as it stands.

**ACTION**

- a. Move 'temporary staff costs' from the Town Hall Budget to the General Budget.
- b. Double the budget for exterior painting.
- c. Increase the maintenance budget by £1,500 resulting in a total of £2000.

**RESOLVED**

The Town Hall Budget was approved pending the above actions.

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**THE TOWN HALL ROOF**

*The Town Clerk reported the following;*

- a. The Town Clerk confirmed she had ringfenced £35,000 in next year's budget for the replacement of the Lesser Hall and Mayors Parlour roofs.
- b. The Town Clerk reported that on the 2<sup>nd</sup> December 21 she submitted an application to CADW for listed building funding to replace the Lesser Hall and the Mayors Parlour roofs.
- c. The Town Clerk informed the meeting that **Listed Building Consent** is required to use Spanish Slate - a less expensive solution to Welsh Slate and that the process can take up to 13 weeks to complete. Cllr Vaughan and Cllr Andrew offered support with completing the Heritage Impact Assessment
- d. The Town Clerk presented 3 separate quotes for replacing the roofs, pointing out that they varied significantly in cost. She noted to Members that it is proving extremely difficult to source quotes as contractors are inundated with work and not forthcoming when responding to enquiries.

- e. Cllr Geoff Cox asked if all 3 quotes were based on the same specification. The Town Clerk responded that she was in the process of confirming this as one of the quotes was received before she started with the Town Council and another was far less expensive than the others.
- f. Cllr Andrew said he thought the **Martins Quote** received before the Town Clerk took post was for the Lesser Hall only and he had arranged for him to re-visit the Town Hall to quote for both roofs. He said that many contractors use reclaimed Welsh Slate and this can be less expensive. The Town Clerk confirmed that the recent repairs were carried out using reclaimed Welsh Slate.
- g. Cllr Vaughan was grateful that any quotes had been received as most roofers are not currently taking on new work. She pointed out that the CADW funding application if successful would be based on the lower quote.
- h. Cllr Andrew reiterated his previous comments that the down pipes should be modified as a matter of urgency - as this would alleviate the leaking until such time that the roofs can be replaced. Cllr Wilson and Cllr Vaughan agreed that diverting the down pipes was an excellent temporary solution.

**ACTION**

- a. The Town Clerk to source further quotes for the replacement of the Lesser Hall and Mayors Parlour roofs.
- b. The Town Clerk with the support of Cllr Andrew to apply for **Listed Building Consent** to use Spanish Tiles in lieu of Welsh Slate.

**RESOLVED**

- a. The Town Clerk contract a roofer to carry out modifications to existing downpipes, diverting rain water from the main Town Hall roof from running down the lower roofs.
- b. A maximum spend of £35,000 was approved for the replacement of the Lesser Hall and Mayors Parlour Roofs.

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**THE TOWN HALL HEATING**

***The Town Clerk reported the following:***

- a. Quotes received of approximately £28,000 for replacing the entire Town Hall Heating System.
- b. **A TOTAL MECHANICAL ENGINEERING CONSULTANCY SUPPORT FEE:** quote of £12,450 was received on the 24<sup>th</sup> of November 21.
- c. On the 24<sup>th</sup> & 25<sup>th</sup> of November 21, the Town Clerk met with 2 contractors recommended by the Vale Council. Both advised independently to replace the 2 out of service boilers, plus a small section of piping, rather than replace the entire Town Hall heating system which would be a significant amount of work possibly resulting in damage to the fabric of the Town Hall and a minimum of 2-months closure.

	<p>d. The Town Clerk recommended Members approve a maximum spend of £10,000 to replace the two out of service boilers.</p> <p>e. Cllr Vaughan reported she had found an Energy Audit for the Town Hall in her old files. She summarised the report stressing the difficulties involved with potentially installing a 'greener' heating system in a listed building. She confirmed that based on this report she was in favour of the option put forward by the Town Clerk.</p> <p>f. Cllr Andrew asked why the commercial boiler was not working as it was recently serviced. The Town Clerk responded that when the contractor serviced it, he reported that it was on its 'last legs' and would be unlikely to last another 12 months. Cllr Andrew said he would like clarification on whether a single pipe system is workable with new modern boilers.</p> <p>g. Cllr Pritchard felt council should be looking at a Windows based control system that could be controlled from the Town Clerks office.</p> <p>h. Cllr Gwen Baty proposed the committee recommend to full council the replacement of the two out of service boilers. Cllr Vaughan seconded the proposal and added that the Energy Audit Report pointed out that the main boiler was short cycling, indicating that the commercial boiler had been faulty for quite some time.</p> <p>i. Cllr Geoff Cox stated it is important to investigate zone control, Cllr Wilson agreed that it should be added onto the specification.</p> <p><b><u>ACTIONS</u></b></p> <p>a. Seek advice on whether a single pipe system is compatible with modern boilers.</p> <p>b. Investigate a windows control system.</p> <p>c. Enquire if zone controlling possible when replacing boilers.</p> <p><b><u>RESOLVED</u></b> Employ a contractor to replace the two out of service boilers at a maximum cost of £10,000.</p>
10	<p><b><u>MAINTENANCE</u></b> The updated maintenance plan was noted.</p>
11	<p><b><u>CLOCKS</u></b></p> <p>a. Cllr Vaughan read out a historical minute regarding the Town Hall clocks and said she would pass to the Town Clerk to add to Share-point.</p> <p>The Town Clerk reported that the Mayors Parlour Clock and the mechanism of the Chamber clock had been temporarily removed for maintenance and repair.</p>

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**DATE OF NEXT MEETING**

The next meeting is scheduled for Wednesday 5<sup>th</sup> January 21.

**Cllr Malcolm Wilson, Chair of the Town Hall Committee**