

Cowbridge with Llanblethian Town Council
Minutes of the Meeting of the Town Hall Committee
Held remotely using Microsoft Teams
At 7.00pm on Tuesday 6th July 2021

Present: Mayor - Cllr S Vaughan
Deputy Mayor – Cllr J Andrew

Cllrs; M Wilson (Chair), Gwen Baty (Deputy Chair), A Trousdell and G Cox.

Town Clerk – Cathy Kennedy
Assistant Town Clerk – Adam Davies

1. Apologies for absence

Cllrs; Gus Baty and R Watkins.

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

None.

3. Elect a Deputy Chair

Cllr. Gwen Baty was elected as Deputy Chair of the Town Hall Committee for the ensuing year.

4. Matters arising from the Committee Meeting held on 1st June 2021

- a. The Assistant Clerk updated the group regarding the cost of setting up the Town Council in preparation for Hybrid Meetings.

ACTIONS

- a. Contact the contractors (DB Francis) following their recent servicing of the Town Hall boilers to request the development of a report proposing an upgrade of the boilers.
- b. Include upgrade of the boilers in the Town Hall maintenance schedule.
- c. Contact Social Telecoms to request a second quote on the provision of hybrid equipment.

RESOLVED TO RECOMMEND

Pending receipt of a quote from the above company, to move forward with the quote of £3,430 from IT providers HDCS, to include a 65" 4K non touch screen monitor, combined sound bar with web cam, a micro-PC to fit the side of the monitor, including keyboard, mouse and wires, office software and trolley.

5. Town Hall Accounts

The Town Clerk provided a verbal report for the month of June.

RESOLVED TO RECOMMEND

Work with Scribe to provide a monthly report of receipts and payments and a detailed quarterly report.

6. Repair & Maintenance Plan

Cllr Wilson talked the committee through the plan and suggested its inclusion as an agenda item at each monthly meeting.

7. Defibrillators

- a. The Town Clerk updated the committee on the current allocation of defibrillators in the Cowbridge Community.
- b. Cllr Pritchard informed the committee that he felt defibrillators should be made as readily available as fire extinguishers and available throughout the community, including local schools and shopping areas. A discussion followed regarding possible locations, including Waitrose, the Bear Hotel and unlocking the existing defibrillator outside JCP solicitors.
- c. Cllr Vaughan informed the committee that there is a defibrillator in Llanblethian inside the red phone box.
- d. The Assistant Clerk informed the committee of a blank spot within the main community with no defibrillators available in the immediate vicinity.
- e. The Town Clerk informed the committee that as per other communities there should be unlocked external defibrillators available for the community to use.

RESOLVED TO RECOMMEND

- a. Carry out a resident survey regarding the possible location of new defibrillators
- b. Contact the Bear Hotel and Waitrose regarding the installation of defibrillators and JCP Solicitors to request the defibrillator outside their property is unlocked.

8. Wedding Licence Renewal

The Town Clerk informed the Committee that the application was now complete and being processed.

9. First floor Kitchen Refurbishment

- a. The Assistant Town Clerk informed the committee that the refurbishment is now complete.
- b. Cllr Andrew thanked the Caretakers Bill and Tim for all their hard work in completing this project.
- c. Cllr Vaughan also asked for thanks to be extended to the former Caretaker Baz for his work on this project.

10. Electrical Inspection

The Town Clerk informed the committee that the remedial works were complete, and we are awaiting a final report from the contractor, which will be provided at the next meeting.

11. Lesser Town Hall Flooring

A discussion took place regarding the issue of asbestos under the carpet in the lounge area next to the Lesser Town Hall.

RESOLVED TO RECOMMEND

- a. Contact Steller Flooring to provide a quote to replace the flooring, taking into consideration the asbestos under the existing carpet.
- b. Contact the contractors that carried out the 2019 asbestos report for advice regarding asbestos under the carpet in the Lesser Town Hall.
- c. Ensure all contractors carrying out work in the Town Hall have sight of the existing asbestos report and sign to say they have read it.

12. Hirers

- a. The Assistant Clerk updated the committee on the current position regarding Town Hall hirers. One-way systems are in place, all hirers are provided with a risk assessment to Complete, safety signs have been placed up around the Town Hall and we are awaiting government guidance regarding Covid restrictions.
- b. Cllr Andrew stated that he felt the council should be promoting the hire of the Town Hall.
- c. Cllr G Cox informed the committee that a recent hirer had placed signage on the safety barriers at the traffic lights in Cowbridge. He went on to say that it is a high-risk area and people have been warned against putting signs up in this area.

RESOLVED TO RECOMMEND

Pending government restrictions, promote hire of Town Hall on social media.
The Town Hall staff

13. Christmas Lights

The Town Clerk informed the committee that the current tree and hanging basket brackets are old and rusty and she would recommend that the council replace them with 4 combined brackets to accommodate the baskets in summer and the trees in winter, which would also facilitate easier placement of the new RCD external electrical sockets already approved by council.

14. Health & Safety

The Town Clerk informed the committee that the council Health and Safety contractors are visiting the Town Hall on Tuesday 13th July to carry out an annual inspection, the resulting report will be presented at the next meeting.

15. Date and Time of next Meeting

Tuesday 7th September 2021 at 7.00pm.