

**Cowbridge with Llanblethian Town Council**  
**Minutes of the Meeting of the Town Hall Committee**  
**Held remotely using Zoom**  
**on Tuesday 1<sup>st</sup> June 2021**

**Present:** Mayor - Cllr S Vaughan

**Councillors:** Cllrs; M Wilson (Chair), J Andrew, Geraint Baty, Gwen Baty.

**In Attendance:** Assistant Town Clerk – Adam Davies

**1. Elect a Chairperson**

Cllr J Andrew nominated Cllr M Wilson seconded by Cllr Geraint Baty.  
Cllr M Wilson was appointed as Chair.

**2. Elect a Deputy Chairperson**

No nominations were received as Deputy Chair, the Committee deferred this matter to the next meeting.

*Cllr M Wilson took over the Chair.*

**3. Apologies for absence**

Councillor; A Pritchard, R Watkins, G Cox.

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

None were noted.

**5. Matters arising from the committee held on 11<sup>th</sup> May 2021**

None were noted.

**6. Town Hall Accounts**

No accounts were presented due to the closeness of the Annual Meeting.

**7. Defibrillator Location**

Councillor Wilson requested that we consider re-locating the Town Councils' Defibrillator from the inside to the outside of the Town Hall.

**RESOLVED TO RECOMMEND:**

Councillor Wilson will co-ordinate with the Assistant Town Clerk to create a report, including the cost of relocating the Defibrillator. An updated Defibrillator list will be created, placed online and shared with the Nub news.

**8. Town Hall Hire Charges**

The Committee has decided not to increase the Hall hire charges for 2021 due to the restrictions in place.

Councillor Gwen Baty informed the Committee that a regular hirer the Lunen Club are in need of a new administrative volunteer.

**RESOLVED TO RECOMMEND:**

Councillors suggested that a document can be placed on the Town Council website and noticeboards to encourage volunteers to come forward.

**9. Roof Repairs**

Councillor Andrew updated the Committee noting that the roof repairs to the Town Hall are now complete, therefore, the final payment can be made.

**10. First Floor Kitchen Refurbishment**

Councillor Andrew noted that kitchen re-furbishment is being carried out by the Town Council Caretakers. A further update will be provided at the next Meeting.

**11. Wedding License Renewal and Wedding Request Update**

No update was provided for this item.

**RESOLVED TO RECOMMEND:**

Councillors requested that the Town Clerk email Councillors with an update.

**12. Hybrid Meeting Equipment**

The Assistant Town Clerk provided a report to Councillors which included the following.

The Owl £999

Kandao meeting 360 £659

Kandao meeting pro 360 £665.83

Alternative options have been provided by HDCS:

Option 1 £5,998.8

Option 2 £3,433.2

**RESOLVED TO RECOMMEND:**

Councillor Andrew suggested that the Town Clerk and Assistant Town Clerk contact the Town Council IT providers - to consider a scaled back proposal for Hybrid Meeting equipment.

**13. Fire Risk Assessment Actions**

Councillor Andrew provided an update as follows:

Town Clerk and Cllr Andrew met with a representative from Ellis Whittam on the 14<sup>th</sup> May 2021 and agreed the risk assessment with minor amendments.

The representative from Ellis Whittam noted that it is reasonable not to have an evacuation chair due to the way the hall is used.

**RESOLVED TO RECOMMEND:**

- a) Town Hall Hirers are briefed on the emergency evacuation plan and protocol.
- b) The Town Clerk to provide a written report of the meeting with Ellis Whittam
- c) Offer lift training for councillors, employees and Hall Hirers.

Councillor Andrew requested that the following notices be placed around the Town Hall.

- Emergency contact details.
- Updated emergency evacuation plan.
- Fire alarm zone plan.

**14. Electrical Inspection**

Councillor Andrew updated the Council that LML Electrics will be conducting remedial work in light of the recent inspection failure.

**15. Boilers Maintenance**

The Assistant Town Clerk reported that a service was completed by DB Francis on the 26<sup>th</sup> May within the Town Hall.

**16. Lesser Town Hall Flooring**

Councillor Vaughan confirmed that a £400 budget is available to replace the flooring within the Lesser Town Hall due to flood damage.

2 Companies within the high street were approached.

**RESOLVED TO RECOMMEND:**

No quotes have been received to date.

**17. External Electrical Socket**

Item discussed on agenda item number 14.

**18. Potential partial reopening of the Town Hall to hirers**

The Assistant Town Clerk informed the Committee that the Russian Ballet will be hiring on a trial basis from next week. The hirer has provided their own risk assessment and will be briefed on the Town Councils own procedures.

Future hirers will be expected to complete a new Hire form and a Covid 19 risk assessment, prior to attending the Town Hall.

Bookings continue to be taken and hirers will be returning over the next few months.

**RESOLVED TO RECOMMEND:**

As Covid restrictions relax run a promotion campaign to increase the use of the Town Hall.

**19. Date and Time of next Meeting – 7pm Tuesday 6<sup>st</sup> July 2021.**