

Cowbridge with Llanblethian Town Council
Minutes of the Meeting of the Town Hall Committee
Held remotely using Microsoft Teams
on Tuesday 11th May 2021

Present: Mayor - Cllr S Vaughan

Councillors: Cllrs J Andrew (Chair), A Trousdell, G Cox and Gwen Baty (arrived late during Item 12 due to technical difficulties).

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

1. Apologies for absence

Councillors Gus Baty, M Wilson and R Spencer-Downe.

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 13th April 2021

Item 10 – update from the IT working group. Councillor Andrew noted the Town Clerk has set up a SharePoint site and added a folder for the Town Hall. All files will now be kept on this data sharing system.

4. Town Hall Accounts

The Town Clerk shared the accounts on the screen - there were five transactions with a total sum of £322.53.

RESOLVED TO RECOMMEND: Some of the invoices require further clarification before payment is made (the 'Tremorfa Ltd' invoices). Councillor Trousdell will also move some items from the Town Hall budget as they should be included under other budgets.

5. Potential partial reopening of the Town Hall to hirers

Councillor Andrew requested this is moved up the agenda due to its importance. Following discussion, the following was recommended:

RESOLVED TO RECOMMEND:

Noted the Vale of Glamorgan have seen a copy of the risk assessment and commented on its robustness (there is no longer a requirement to obtain permission to open from them anymore). The Town Clerk confirmed that following measurements; capacity is as follows:

Lesser Hall – maximum 12

Main Hall – maximum 25

Council Chamber – maximum 8 to 9 at a push.

The Town Clerk will arrange a supplementary meeting to finalise the risk assessment (small task of removing some of the feedback comments), and the Covid-19 supplementary information to go with instructions for hirers.

As soon as this is actioned the Town Hall can re-open for hirers on a trial basis. Hirers' who have already submitted their own risk assessment will be prioritised.

Also noted the museum cannot reopen at this time due to the small size of the corridors.

6. Summer planters

Councillor Vaughan thanked the Town Clerk for sourcing a quote in a limited timescale. The quote was from Boverton Nurseries at a total cost of £164 – it includes 4 x hanging baskets and two troughs, plus planting and delivery.

RESOLVED TO RECOMMEND: Councillor Vaughan proposed to go ahead with this quote, and this was seconded by Councillor Trousdell.

7. Roof repairs update

Work was done over Easter, but there was one outstanding issue with a slate not visible from the road. Councillor Andrew explained the contractor has not returned to complete this as a cherry picker is needed (the invoice will not be paid until the final work is completed). Noted that this is causing no issues with leaks, and the Town Clerk is actively chasing.

8. First floor kitchen refurbishment update

Progress is being made, but a few plumbing items need to be ordered. Councillor Andrew noted the Town Clerk has set up a 'Screwfix' account and will be ordering the parts identified.

9. Wedding licence renewal and wedding request update

The Town Clerk has almost completed the wedding licence renewal (must be done 6 months before it expires). The only outstanding section is regarding the numbers allowed in normal circumstances i.e. pre Covid-19). It is hoped that figures can be confirmed during a planned meeting with Ellis Whittam on Friday 14th May

10. Fire risk assessment update

Documents discussed at April meeting to be reviewed with Ellis Whittam on Friday 14th May.

11. Electrical inspection update

Councillor Andrew noted that two more quotes for the necessary remedial work were sourced, as well as a re-quote from the one already received.

- New quote is £1,125 from LML, a contractor the Town Clerk has found reliable in the past.
- Re-quote from Floodlighting Electrical reduced to £1,156.
- The Town Clerk was hoping for the third, from Hitchings, in time for this meeting, but it was not received in time.

RESOLVED TO RECOMMEND: Wait another two days for the third quote, if not received go with the LML quote of £1,125. Councillor Vaughan also recommended obtaining a quote from the Limes Shed tenant for future work required

12. Boiler maintenance quote update

Councillor Andrew provided an update as follows:

- Four quotes were requested, but only two quotes for boiler maintenance have been received (£229 from DB Francis and £320 from Boxall).
- Only one of the contractors replied regarding the boiler replacement (DB Francis), but requested a face-to-face meeting to discuss the complexities of replacing it. This meeting took place and they advised the current system is a single pipe system and is not fit for purpose. They recommended doing a survey of the exact requirements with suggestion of installing a zoned system using two boilers (zones will have their own temperature control) and wanted guidance on where the zones would be located. Councillor Andrew proposed there are four to include:
 1. Office, copier room, toilet, and corridor.

2. Council Chamber, Robing Room and Mayors Parlour.
3. Kitchen and Lesser Hall, lounge area ground floor toilets and corridor
4. First floor.

RESOLVED TO RECOMMEND: Councillor Andrew proposed going ahead with the DB Francis quote (£229 for maintenance) and asking them to do undertake the survey they recommend. Councillor Geoff Cox had concerns about the lack of comparing companies on the same level. Councillor Andrew explained there are no other proposals submitted so this is to just get a better understanding of what is needed. Other quotes / proposals can be sourced following this. Councillor Geoff Cox and Gwen Baty seconded this proposal, and all were in favour.

13. Lantern repair update

The Town Clerk has chased the quote and updated that the contractor is extremely busy so will not be able to commence work until August.

RESOLVED TO RECOMMEND: All were ok with this as long as a committed date is secured for August, so work is completed by winter. Noted a solution for preventing pigeon waste is still needed.

14. External electrical socket update

The Town Clerk has obtained another quote (£480 for two sockets). The Town Clerk recommended installing two as there are two Christmas Trees, and Council may wish to add further lights in the future. The first quote (£320 is for one socket) and therefore the cost is minimal to add an extra one. A second quote is still being sourced.

RESOLVED TO RECOMMEND: Councillor Andrew suggested seeing if the quote can be reduced if the contractor is appointed to complete works discussed under item 11. Councillor Vaughan added this work must be go ahead as last year the weather caused issues (the windows of the Town Hall had to be kept open to light up the trees with adverse weather causing problems). All agreed with this proposal.

15. Date and Time of next Meeting – To be confirmed at the Council AGM, but provisionally 6pm Tuesday 1st June 2021.