

COWBRIDGE WITH LLANBLETHIAN TOWN COUNCIL

Minutes of the Meeting of the Town Hall Committee Held remotely using Microsoft Teams 7.00pm, Tuesday 2nd of November 2021

Present: Cllr Malcolm Wilson (Chair of the Committee)
Cllr Gwen Baty (Deputy Chair of the Committee)
Cllr John Andrew (Deputy-Mayor)
Cllr Geraint Baty
Cllr Geoff Cox
Cllr Andrew Pritchard
Cllr Rhys Watkins.

Town Clerk – Cathy Kennedy
Assistant Town Clerk – Adam Davies

Apologies: Cllr Sian Vaughan (Mayor)

THE MEETING WAS RECORDED.

1	<u>APOLOGIES FOR ABSENCE</u> Apologies were received from Cllr Vaughan.
2	<u>DECLARATIONS OF INTEREST</u> There were no declarations of interest received from members.
3	<u>MINUTES</u> The minutes from the meeting held on Tuesday 5 th October 21 were approved as a true and accurate record.
4	<u>MATTERS ARISING</u> <i>Item 3</i> - Cllr Andrew suggested that discussions regarding defibrillators were a matter for full council not the Town Hall Committee. It was agreed that this item would be included on full council agendas for future meetings. <i>Item 7</i> - Cllr Andrew noted that the updated emergency contact list had been circulated by the Town Clerk and the contact names would be moved up the list on a monthly basis. <i>Item 8</i> – Cllr Andrew asked if there was any update on the repair of the clocks in the chamber and mayors parlour. The Town Clerk responded to say there was no update yet.
5	<u>THE TOWN HALL FINANCIAL REPORT RECOMMENDED</u> The financial report was approved.
6	<u>TOWN HALL ROOM HIRE</u> The Town Clerk asked the committee to clarify commercial and non-commercial use prices with regards to regular and one-off hirers.

	<p>Cllr Gwen Baty reported that regular hirers were historically charged the lower rate.</p> <p>Cllr Watkins suggested that council officers review the pricing structure to include the council chamber.</p> <p>Cllr Gwen Baty responded that she felt hiring out the council chamber would put unnecessary burden on council officers.</p> <p>The Town Clerk agreed with Cllr Baty and explained to the meeting that regular movement of the IT equipment was impractical and increased the risk of damage.</p> <p>Cllr Geraint Baty said that it was important to listen to council officer's views as they were the people dealing with room hire and, therefore, had a greater understanding of the risks and commitment involved.</p> <p>The Assistant Town Clerk reported that Llanfair Community Council are hiring the council chamber in order to make use of the hybrid equipment.</p> <p>Cllr Gwen Baty asked for clarification regarding the capacity of the hall. Cllr Andrew responded that the capacity stated on the current hire form was too high and needed to be reviewed.</p> <p><u>ACTION</u> The Town Clerk to review and update the Town Hall Hire price list to reflect non-profit and profit prices.</p>
7	<p><u>TOWN HALL WEDDING HIRE</u></p> <p>The Town Clerk informed the committee that she had met with Llantwit Major Town Council to discuss prices and compare facilities. She went on to brief the meeting with the following recommendation; £200 for one day hire of the chamber and £300 to hire the chamber and main hall for a weekend.</p> <p>Cllr Watkins responded that he felt the weekend rate was too low and would recommend £500.</p> <p>Cllr Wilson agreed that £500 seemed a more competitive rate when taking into account the cost of staff time.</p> <p>Cllr Geoff Cox asked how many weddings had taken place in Llantwit Major Town Hall. The Town Clerk responded 3 or 4. Cllr Cox went on to say that members should be mindful of the costs involved with hiring out the hall for weddings.</p> <p>Cllr Pritchard asked for clarification of staff costs, if the caretaker would need to be on site the whole time and what would happen in the event of an emergency. The Town Clerk responded there would not be a staff member in attendance the whole weekend and the emergency contact list was provided to all hirers.</p> <p>Cllr Watkins reiterated that £300 was too low considering possible staff costs. He asked members to consider if an immediate decision was necessary and could further research be carried out sourcing prices of other venues. Cllr</p>

	<p>Andrew responded that Cllr Watkins suggestion made sense, however, £200 for a day rate seemed reasonable.</p> <p>Cllr Gwen Baty suggested that a decision be made at the meeting, as it is committee's responsibility to take recommendations to full council.</p> <p>Members agreed that £500 seemed a reasonable trial cost for the weekend hire rate.</p> <p><u>RECOMMENDED</u> To charge £200 for day hire of the council chamber and £500 for weekend hire of the council chamber plus the main hall.</p>
8	<p><u>THE REPAIR AND MAINTENANCE PLAN</u> There were no updates to report.</p>
9	<p><u>TOWN HALL ROOF</u> The Town Clerk informed the committee that emergency repairs had been carried out on the lower Lesser Hall and Mayors Parlour roof due to rainwater pouring in over the weekend. 80 reclaimed Welsh slate tiles were replaced, and she has asked the contractors to quote for replacement of both lower roofs.</p> <p>A discussion followed regarding the pros and cons of borrowing money to replace the entire Town Hall roof at once. Cllr Wilson reported that council could borrow money over 20 years, at a cost to the council of £8000 per year. He went on to say there were other ways of borrowing, possibly utilising some council reserves.</p> <p>Cllr Watkins suggested council borrow from the Town Councils own reserves. Cllr Wilson responded that council did not have sufficient reserves to fund the entire roof and whilst it would not be prudent to use all the reserves, there may be an argument for using part reserves and part loan. He went on to say that as there was also a need to replace the heating system there may be a case for borrowing monies for both projects at the same time.</p> <p>Cllr Andrew responded that it was good news the emergency repairs had been carried out so quickly and extended thanks to the Town Clerk for her prompt action. He went on to say that he felt priorities are the Lesser Hall and the Mayors Parlour roof and that his observations were that the leaks are exacerbated by the current location of the downpipes. He felt this issue could be remedied by extending the downpipes to the gutters an action which would likely avoid further leaks. He believed the rest of the roof was not high priority but may be worth doing if monies could be borrowed at a competitive rate.</p> <p><u>ACTION</u> The Town Clerk to source quotes on repairing the lesser and mayors parlour lower roofs.</p>
10	<p><u>THE TOWN HALL BOILERS</u> The Assistant Town Clerk reported that several heating companies had attended the Town Hall, however, only 1 had quoted to date. He went on to say he was expecting 3 further quotes. The Town Clerk reported that the only working boiler is the one that heats the office, therefore, the rest of the building</p>

	<p>was without heat. The Assistant Clerk responded that DB Francis, the company that serviced the boilers in July 21, were coming back tomorrow to fit a new controller for the main boiler and he was hopeful this would get the boiler working again.</p> <p><u>ACTION</u> The Assistant Town Clerk continue to source quotes for replacing the Town Hall Heating system.</p>
11	<p><u>TOWN HALL LANTERN</u> The Town Clerk reported that following a wait of 6 months, Coity Engineering had informed her that due to increased workload they could not carry out repairs on the lantern. She went on to say that she did not feel the lantern repair was a priority and could be revisited later.</p> <p>Due to the meeting running out of time, the remaining agenda items were deferred.</p>
20	<p><u>DATE OF NEXT MEETING</u> The next meeting will be held on Tuesday 7th of December 21.</p>

Cllr Malcolm Wilson
Chair of the Town Hall Committee