

Cowbridge with Llanblethian Town Council
Minutes of the Meeting of the Town Hall Committee
Held remotely using Microsoft Teams
At 7.00pm on Tuesday 5th October 2021

Present: Cllr Gwen Baty (Chair in the absence of M Wilson), Cllr J Andrew (Deputy Mayor), Cllr Gus Baty, Cllr G Cox and Cllr A Pritchard.

Town Clerk – Cathy Kennedy
Assistant Town Clerk – Adam Davies

Apologies: Cllr S Vaughan (Mayor) and Cllr M Wilson.

Absent: Cllr R Watkins

THE MEETING WAS RECORDED.

1. APOLOGIES FOR ABSENCE

Apologies were received from Cllr M Wilson and Cllr Vaughan.

2. DECLARATIONS OF INTEREST

There were no declarations of interest received from members.

3. MATTERS ARISING

Cllr Andrew asked if the action point from the last Town Hall Committee Meeting regarding defibrillators had been carried out. The Town Clerk stated that due to workload, no action had been taken to date. Councillor Pritchard expressed that he felt strongly regarding the accessibility of Defibrillators and suggested various external locations where one could be placed including the BT phone box. Cllr G Cox and Cllr Andrew agreed with Cllr Pritchard and a discussion followed regarding the importance of having defibrillators readily available in the town.

RECOMMENDED

- a. Cllr Pritchard proposed that the Town Council purchase a defibrillator, this proposal was seconded by Cllr G Cox.
- b. The Town Clerk investigate suitable locations and bring suggestions to the next meeting of the Town Hall Committee.

4. TOWN HALL FINANCIAL REPORT

The Town Clerk provided receipts, payments and bank reconciliation up to 28th September 21. Cllr Andrew asked if reports could be presented in an excel format as reading them in pdf was difficult due to the lack of lines. The Town Clerk said that she reported in pdf direct from the Council finance system (Scribe) as there is no risk of change or error, however, she would provide the reports in excel for future meetings as requested.

RESOLVED

The Financial Report was approved.

5. TOWN HALL WEDDING HIRE

The Town Clerk noted the included papers outlining the wedding packages offered by Llantwit Major Town Council and requested the Committee consider a pricing package.

ACTION

The Town Clerk contact the Llantwit Major Town Clerk to request a visit.

6. THE REPAIR & MAINTENANCE PLAN

The Town Clerk informed the Committee that actions carried out since the last meeting are highlighted in red and items marked in green are completed actions.

ACTION

The Town Clerk meet with Cllr Andrew to discuss the Repair & Maintenance Plan.

NOTE

Cllr Gwen Baty (Chair of the Committee) left the meeting due to technical difficulties, it was agreed that Cllr Andrew would Chair the meeting in her absence.

7. TOWN HALL EMERGENCY CONTACT LIST

The Town Clerk requested a review of the emergency contact list as due to him being unwell she had temporarily removed Cllr Trousdell from the list and Cllr Vaughan had requested to be taken off the list, leaving only Cllr Andrew on the current list. Cllr Pritchard volunteered to be added to the list and Cllr G Cox noted that in previous years Officers of the council were on call at set times.

ACTION

Add to the Staffing Committee meeting agenda scheduled for 14th October 21.

8. THE TOWN HALL CLOCKS

The Town Clerk informed the Committee that the Town Hall Clock had recently been serviced and a new motor fitted for the West Facing clock which had been losing time. Referring to a report prepared by Les Kirk Clocks she went on to say that the Chamber and Mayors Parlour clocks had also been assessed and were in need of attention in order to restore them to working order.

ACTION

The Town Clerk request a quote for repairing/servicing both the Chamber and the Parlour Clocks and as requested by Les Kirk Clocks investigate where the low voltage supply for the Parlour clock is located.

9. THE TOWN HALL BOILERS

The Town Clerk informed the Committee that she and the Assistant Clerk were making good progress and have contacted several gas supply companies in order to obtain quotes for the proposed replacement of the gas boilers. It is a time-consuming process as each supplier needs to visit the Town Hall and prepare quotes to be brought to the table. In response to an enquiry from Cllr G Cox she said that the first quote received was being utilised as a specification to ensure consistency in the scope of the work quoted for by each company.

10. IT ACTIONS

Cllr Andrew noted that he had requested this item be added to the agenda as there were outstanding actions from an IT working group meeting held back in April 2021. A discussion took place, and the following actions were agreed.

ACTIONS

- a. The Town Clerk follow up with the Council IT Contractors HDCS regarding the possibility of the projector in the main hall being set up wirelessly.

- b. The Town Clerk follow up with HDCS regarding a backup system for all the files stored in Sharepoint and Outlook.

11. TOWN HALL LIFT

Cllr Andrew informed the Committee that he had requested this item be added to the agenda in order to address several actions he had suggested. The Assistant Town Clerk noted previous issues with the lift and as a result all hirers were now provided with training on operating the lift and forthwith asked to sign accepting responsibility for lift safety when being used by members of their group. Hirers are also provided with a list of emergency numbers. The lift service providers had been contacted regarding staff training and warning tape had been put on order to be placed around the edges of the platform inside the lift.

The Assistant Clerk went on to say that there had been no further feedback and the reported issue with the lock mechanism seemed to have rectified itself. Cllr Andrew requested that Zurich be contacted regarding the LOLER lift inspections as this is a legal requirement.

ACTIONS

- a. The Town Clerk contact the Council insurance providers (Zurich) regarding the LOLER inspections.
- b. The Assistant Town Clerk contact the lift providers (Invalift) regarding re-setting the emergency button inside the lift to divert to a specific phone number.

12. HEALTH & SAFETY AUDIT

Cllr Andrew requested that the meeting had run out of time, therefore, this item be deferred to the November meeting of the Town Hall Committee.

13. DATE OF NEXT MEETING

Tuesday 2nd November 2021 at 7.00pm.