

**Cowbridge with Llanblethian Town Council**

**Minutes of the Meeting of the Town Hall Committee**

**Held face to face in the Council Chamber and remotely using Microsoft Teams  
At 7.00pm on Tuesday 7th September 2021**

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

Cllrs; Gwen Baty (Chair in the absence of M Wilson), Gus Baty, G Cox and A Pritchard.

Town Clerk – Cathy Kennedy

**Apologies:** Cllr M Wilson, Cllr R Watkins

**The meeting was recorded.**

**1. Apologies for absence**

**RESOLVED**

Apologies were received and accepted from Cllr M Wilson and Cllr R Watkins.

**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 6<sup>th</sup> July 2021**

- a. Cllr Andrew asked if the action points regarding defibrillators had been carried out. The Town Clerk stated that due to annual leave, a survey had not yet been carried out regarding public opinion on the provision of and location of defibrillators in the community.
- b. Cllr Andrew asked if carpet contractors had responded regarding asbestos under the Lesser Hall floor, the Town Clerk responded that a local company had responded to say that they were unable to take on work where asbestos was involved.

**RESOLVED**

Contact the Vale Council for an asbestos review.

**4. Town Hall Accounts**

The Town Clerk provided receipts, payments and bank reconciliation for the months of July and August 21.

**RESOLVED**

The financial report was approved.

**5. Repair & Maintenance Plan**

The repair and maintenance plan was noted by the committee.

**6. Room Hire Capacity**

The Town Clerk informed the meeting that due to the country now being in level 0, each hirer was being assessed on an individual basis depending on their activities, therefore, the original room capacity numbers pre Covid were now being observed when making bookings

with hirers.

**7. Risk Assessments**

The Town Clerk informed the meeting that risk assessments were being carried out for all room bookings and new hirers were also providing bespoke risk assessments.

**8. Electrical Inspection Report**

The Town Clerk informed the committee that the report was now complete and will be provided in Sharepoint in time for the full council meeting.

**9. The Clock**

The Town Clerk informed the Committee that a service of the Town Hall Clock was scheduled for the end of the month and the motor of the faulty West facing clock will be replaced.

A discussion followed regarding the clocks in the Council Chamber and Mayors Parlour.

**RESOLVED**

Request the contractor servicing the Town Hall Clock inspect the clocks in the Mayors Parlour and Council Chamber.

**10. Boiler Replacement Quotes**

The Town Clerk informed the Committee that a quote had been received for £28,000 and Council would need to consider the implications of loans or increasing the budget to pay for the work to be carried out.

**RECOMMEND**

Approach larger commercial companies for quotes.

**11. Health & Safety**

The Town Clerk informed the committee that the annual inspection was complete and an audit report will be provided at the next meeting.

**12. Date and Time of next Meeting**

Tuesday 5<sup>th</sup> October 2021 at 7.00pm.