

CYNGOR CYMUNED DINAS POWYS COMMUNITY COUNCIL

Halls Committee
Minutes of Meeting
Wednesday 3 November 2021 at 6.30pm

1. **Register of Members present:**

Cllr J Fanshaw (Chair)

Cllr A Asbrey

Cllr S Griffiths

Cllr R Crowley (Vice-Chair)

Cllr M Pratt

Cllr K Hatton

2. **Apologies for Absence:**

Cllr S Thomas

Members took a moment for private thought in respect of Cllr J Barker who passed away recently. He was a member of this Committee.

3. **Declaration of Interests**

There were no declarations of interest.

4. **To confirm Minutes of Meeting held on Tuesday, 29 June 2021**

Minutes of the meeting held on Tuesday, 29 June 2021 were taken as read and on the Motion of Cllr. K Hatton and seconded by Cllr. R Crowley, it was **RESOLVED - THAT** the Minutes be approved as a true record.

5. **Matters Arising from Minutes**

Item 5 – Replacement of Garage Door

Clerk to pursue quotations for replacement.

6. **Booking System Trial**

A Halls Booking system is being trialled for halls bookings, funded by Creative Rural Communities (VOG). The trial will run until September of next year, and so far has proved to be working well, allowing for a slicker invoicing process and safeguarding against double bookings.

Whilst we are still developing its usage further, we have been able to 'customise' the system so that it also enables all our invoicing to be undertaken and recorded, providing easy visual methods on monitoring income, receipts, late payments etc.

The cost of subscribing to this system once the trial period ends is in the region of £350 p/a. An assessment and review of the benefits of the system will be made closer to the end of the trial period.

This information has been **NOTED**

7. Current Booking Levels

Members were provided with an update on halls usage. Highlighted were lighter restrictions which had enabled the return of rehearsals for some performance groups, albeit with mitigating conditions.

Some groups that had increased levels of hire due to their usual venues being closed, have returned. Others have grown their capacity and extended hire periods or taken additional slots.

This information has been **NOTED**

8. Birthday Parties & Family Celebrations

With COVID case numbers still high and PHW statistics showing that the infection rate in the Vale of Glamorgan is 790 per 100,000 (25 October) and recently strengthened precautionary measures introduced by the Senedd indicate that the situation is still a significant concern, the advice is that unnecessary risks should be avoided.

It is therefore proposed and unanimously **AGREED** that the hire of the halls for children's and family parties should not be allowed for the time being. This will be reviewed at the next Halls Committee meeting.

9. Update on Maintenance undertaken

a) Rear (garden) Exit Doors – Lee Hall

Double glazed doors had dropped and were difficult to close.

Repair undertaken. **NOTED**

b) Kitchen water heater (Parish Hall)

This gas-fired water heater which was installed many years ago is now considered obsolete, with no spare parts available, has developed a leak and consequently is in need of replacement.

We have experienced difficulties with obtaining quotes – all engineers we have contacted are either too busy, or not responding, despite repeated calls. We will continue to pursue. **NOTED**

c) Fire Alarms Service

Bi-annual service of the Fire alarm system has been undertaken. No issues.

NOTED

d) Intruder Alarm Repair & Service

Annual Intruder alarm service has taken place and the external alarm bell replaced.

Advice on additional works provided (not high priority).

NOTED

e) Roof Repair (Office)

The Office roof has been repaired. (Flashing replaced)

NOTED

10. Proposed Maintenance

a) Office floor

The laminated wood flooring in the office is were badly worn in places and needs to be addressed.

It was **AGREED** that quotes ae to be obtained to replace / make good the floor in the office.

It was also **AGREED** that the office be redecorated at the same time.

As the above would necessitate the closure of the Office, the suggested timings were either the Christmas period, or August when halls usage is low and Council is in recess. Contingency plans would be put in place so that normal services are maintained wherever possible.

11. Any Items the Chair feels are of an urgent nature

There were no urgent items from the Chair.

12. Items Members wish to bring to the attention of Committee

a) Maintenance Manager's Return

It has been suggested that the Maintenance Manager may wish to have a phased return to work.

b) Steps – Station Rd to Cardiff Road

It has been requested that these are re-painted.

c) Power for Xmas Tree Lights

Concerns have been raised regarding the provision of power for the Twyn Xmas tree lights, given that the War Memorial lights are tipping.

d) Halls Charges Review

The hall charges to be reviewed at the next meeting

Date of Next Meeting - Tuesday, 18 Jan 2022 - 6.30pm

Signature:

Date: