



**Minutes of the Town Hall & Community Centre Committee**  
**held on a remote basis in accordance with the provisions of**  
**The Local Authorities (Coronavirus) (Meetings) (Wales) Regulations 2020**  
**at 6.30pm on Wednesday, 17<sup>th</sup> February 2021**

Present: Committee Members – Cllrs J Collins (Chair), C Edwards, S Evans and J Gregory (late arrival)  
Non-member Councillors – Cllrs R Knoyle, S Knoyle, S McMenamin, D Morgan, M Powell, G Reynolds and J Roberts  
Residents x 8

Absent: Cllr R Simons

Officers: Ms J van Tonder (RFO / Acting Clerk)

**1. Apologies for absence**

Apologies for absence had been received from Cllr John Evans.

**2. Declarations of Interest**

Cllr C Edwards Personal, NPT County Borough Councillor  
Cllr S Evans Personal, Treasurer to Glynneath RFC

**3. Committee Finance Report**

Members were advised that, from the start of the new financial year, the RFO would provide a finance report at each committee meeting showing YTD expenditure against budget.

**The Chair advised those present that there would be no public participation session at this meeting and that non-member councillors would be invited to address the committee at the start of each of agenda items 4 and 5. Thereafter, there would be no further opportunity for participation.**

In addition, the Chair asked that all sets of keys for the Town Hall or Community Centre that were held by Councillors not officially designated a key-holder, be handed back to the Council officers.

**4. Town Hall**

There were no comments made from non-member Councillors.

**a) Building Maintenance schedule**

Members agreed the following actions could be undertaken at the earliest opportunity:

- Removal of the foliage along the outside of the building – GTC groundsmen
- Cleaning up of the kitchen area – GTC Town Hall attendant
- General clean-up and rubbish removal – GTC groundsmen, T/H attendant, councillor volunteers

It was agreed that, where needed, the skips at the Welfare Park and Cemetery could be used.

Members discussed sourcing a fridge/freezer to replace the one currently at the Town Hall. It was agreed to consider making use of the superfluous unit in the Community Centre provided it was suitable and in good enough condition.

The state of the flooring was discussed and it was agreed to obtain estimates for the required repairs.

**Action:** RFO to liaise with committee to source quotations

### ***6:43pm – JG connected to the meeting via telephone***

#### **b) Provision of external electricity supply**

##### **i. Ongoing maintenance requirements**

As very little was known about the unit, it was agreed more information was required before future maintenance could be planned.

**Action:** RFO to make enquiries with NPTCBC

##### **ii. Terms & conditions of use**

Members discussed the practicalities of charging for usage. It was suggested a second, separate meter could be installed should the Council wish to consider a metered charge as opposed to a flat rate. Members agreed the electricity point would offer great benefit to the Market.

**Action:** SE to look into the feasibility of a separate meter

#### **5. Bethania Chapel Community Centre**

The Chair reminded those present that the Town Council had taken the decision to dispose of the Chapel and Community Centre as it had been agreed the Council could no longer afford the ongoing costs to maintain the building as well as fund the building repairs.

The Chair invited non-member councillors to address the Committee.

A number of points were raised:

- consider retaining the Community Centre as the Council's offices whilst in Council ownership
- council to be mindful of the historic nature and value of some of the fixtures and fittings contained within the Chapel
- consider the wishes of many of the Town's residents to see the building sold
- impressed and inspired by the FOB's feasibility report
- council missed an opportunity at the start of the pandemic to fully utilise the facility

- the true costs of moving the Council's offices have not been fully established
- staff working from home is not a viable option for the long-term

#### **a) Sourcing alternative office accommodation**

It was agreed that while the building was still in the Council's ownership, the offices would remain at the Community Centre.

Members noted there was a great deal of paperwork that would need to be sorted and that this could only be undertaken by the Clerk and RFO by virtue of the potentially confidential nature of the documentation.

The RFO advised the officers would review the Council's Retention of Documents policy. Members considered options for the disposal and/or storage of the Council's documents. These included making use of the confidential waste service currently in place as well as investigating off-site County Archives.

**Action:** RFO to look into confidential document scanning services

#### **b) Disposal and removal of building contents**

Members discussed the volume of equipment, supplies and other items located both within the Chapel and the Community Centre.

It was agreed a complete and accurate inventory of all items would be needed before the owners of the items could be determined and contacted, and the property removed.

**Action:** JC to recruit volunteers to assist with the compilation of an inventory

#### **c) Friends of Bethania Feasibility report**

Members noted the feasibility report commissioned by the Friends of Bethania that had been made available to the Chair of the Committee. It was confirmed the report could be freely circulated to all Councillors to view.

### ***Introduction of Standing Order 2(d)***

***By reason of the confidential nature of the business to be transacted, members of the public and non-member councillors were excluded from the meeting.***

***7:14pm – JG left the meeting (loss of connectivity)***

## **6. Matters of a confidential nature**

### **a) Disposal of Bethania Chapel Community Centre**

Following discussion and a vote, it was

**Resolved:** to recommend to Full Council the appointment of agent (2) with an instruction to place the property up for auction.

### **b) Draft TSB Hire Agreement**

**Resolved:** to recommend the previously circulated Draft TSB Hire Agreement and Supplementary Hire Agreement (Covid-19) to Full Council for approval.

Meeting concluded 8:05pm.