

**CYNGOR TREF CONWY TOWN COUNCIL  
GUILDHALL, CONWY.  
MINUTES OF THE GUILDHALL COMMITTEE  
HELD ON MONDAY 7<sup>th</sup> OCTOBER 2019 @ 17:30**

**Present: Councillors - G Edwards (Mayor), C Ryan, G Willetts, P Hart, J Vaughan, J Rooney, H Roberts, E Leighton-Jones (Deputy Mayor), S Cotton, V Macdonald.**

**In Attendance: Natasha Flint (Town Clerk & Responsible Financial Officer)**

**Apologies: Councillors - None**

**DECLARATIONS OF INTEREST – CODE OF LOCAL GOVERNMENT CONDUCT: None**

*It was resolved that the Mayor Cllr. G Edwards begins the meeting until the appointment of Chair and Vice Chair took place.*

**Minute Number:-**

**1. Appointment of Chair**

RESOLVED that Cllr. V Macdonald was appointed Chair for the Municipal Year 2019/20.

**2. Appointment of Vice-chair**

RESOLVED that Cllr. J Rooney was appointed Vice Chair for the Municipal Year 2019/20.

**3. To Approve Guildhall Committee Terms of Reference**

The Chair when through the draft Terms of Reference item by item. There were some amendments made.

RESOLVED to RECOMMEND that The Guildhall Terms of Reference be approved by Full Town Council.

**4. To Discuss the Guildhall Emergency Issues of Water Leak**

The Town Clerk advised the Committee that the external scaffolding had been erected and CCBC will be looking at the roof over the ladies toilets within the next two weeks. The Clerk also advised that if the damage to the internal electrics were found to be caused by the leak from the roof then CTC should look to CCBC to made good the damage. The Clerk finally advised the committee that although CTC had asked for CCBC to have a drone look at the roof over three years ago, Mr Gary Williams from CCBC said that a drone was not employed at the time as it was not deemed suitable for H&S reason, but drones are much more high tech a may be possible to use a drone at this point.

**RESOLVED TO RECOMMEND** to Full Council that the Town Clerk keep in close contact with CCBC in relation to the above.

**5. To Discuss the Long / Short Term Future of Guildhall**

Cllr. Gary Willetts made a presentation to the Committee of the following points (in his opinion) in relation to the Guildhall:

- Section 4 of the Health and Safety at Work Act 1974 (HASWA). As a good employer it is necessary to install working conditions which allow all Members of Staff to execute, their work in an efficient and competent manner.
- The HASWA 1974, has been expanded by several statutory regulations, which are required to be complied with. If they are not the Health and Safety Executive will use this against the Employer, which in this case is the Town Council. These regulations provide standards for matter such as temperature, lighting, space passageways, floors. Doors toilets, washing eating and changing facilities, drinking water, together with the maintenance of the workplace equipment and facilities. All employers have an obligation to conduct a risk

assessment. The purpose of which is to identify the measures that must be taken to ensure compliance with the statutory provisions in the HSWA 1974, together with such other regulations contained in Regulations which have the provision of statutory powers.

- The Workplace (Health and Safety and Welfare) Regulations 1992 - These regulations provide standards for matters such as temperature, lighting, space, passageways, floors, doors, washing eating and changing facilities, drinking water and for maintenance of the workplace, equipment and facilities.
- Office Working Space - The area of the office in sq. yds post exit is 27.22 sq. yds. This includes all the storage equipment, cabinets and technology. It is considered that a workstation for an employee should have a minimum of 120 sq. ft. Therefore, in this case this would equate to a total working area of 40 sq. yds. So, the office working area is defective by circa 50%.
- **Regulation 6** - Enclosed workplaces should be sufficiently well ventilated so that stale air, air which is hot or humid because of the processes or in the workplace is replaced at a reasonable rate. CTC do not comply.
- **Regulation 7 Temperature in indoor workplaces** - The temperature inside the workplace should provide reasonable comfort without the need for special clothing. All steps should be taken to achieve a temperature which is clause as possible to comfortable. The temperature should be comfortably be 16 degrees. CTC do not comply.
- **Regulation 8** - Lighting should be enough to enable people to work use facilities without experiencing eye strain and safely move from place to place
- **Regulation 10** - The room used by three Members of staff, is clearly inadequate for the reasons set in the Regulations including the large amount of storage and equipment in the occupied room. In addition, with a non-ventilated room any medical condition such as colds and flu will easily spread from one Member of Staff to the other two.
- **Regulation 15** - No window skylight or ventilator which is capable of being opened shall be likely to be opened closed or adjusted in a manner which exposes any person performing such operation to a risk to his health and safety. CTC do not comply.
- **Regulation 21** - Washing Facilities shall not be suitable unless:  
That includes soap or other suitable means of cleaning  
They include towels or other suitable means of drying  
The rooms contained therein and sufficiently ventilated  
A supply of clean hot water, and cold or warm water which shall be running water if practicable  
CTC does not comply.
- **Regulation 21 (Toilets)** - This sets out that that a toilet must be made available for those with disabilities, to which they can access, with the facility adjusted for their use  
  
Toilets should be connected to a suitable drainage system and have an effective means to flushing with water.  
A means of disposing of sanitary dressings should be provided.  
CTC does not comply.
- **Regulation 25 Facilities for Rest and to Eat Meals**  
This requires an adequate number of tables and high-backed chairs to enable staff to eat meals.  
Facilities for rest rooms should be provided.  
Suitable facilities should be provided for pregnant women.

Provision should be provided for Employees and should provide facilities to heat food for consumption at mealtimes. This can be covered by such an item as a microwave.

CTC does not comply.

As a Public Body it is submitted that compliance at all times with the regulations is required. A full and robust discussion was had in relation to all point that where presented by Cllr. Willetts.

Cllr. J Rooney gave a brief presentation in relation to the Guildhall lease, which in Cllr. Rooney's opinion is poorly drafted. A full and robust discussion was had in relation to all point made by Cllr. J Rooney.

**RESOLVED TO RECOMMEND** to Full Council that the Town Clerk been given powers to act in gain two and / or if possible three quotes for Surveyors that are competent in Grade II listed buildings and then bring the quotes to Full Council.

**6. To discuss the Guildhall Roll of Honour Board**

- The Town Clerk advised that to repair the external black wood notice board to fit a new black composite aluminium panel to cover the existing wooden sign will be £82.00 + VAT;
- To strip down the Honours board sign / varnish and replace all the livery will be £210.00 + VAT;
- To supply an additional name will be £15.00 + VAT.

**RESOLVED TO RECOMMEND** to Full Council that the Town Clerk been given powers to go ahead with the repair of CTC external notice board and the internal Honours board.

**There being no further business, the meeting was closed at 19:05pm**