

SESSIONS HOUSE MANAGEMENT

Minutes of the meeting of Session House Committee held on Wednesday 3rd September 2025 5pm at The Sessions House.

1. To receive apologies

None – Cllr A Ivin joined remotely

2. Declaration of Interest

None

3. To approve the minutes of the meeting held on 14th July 2025.

APPROVED

4. Matters arising from the meeting held on 14th July 2025.

NONE

5. To receive an update on Safety Checks within Sessions House

- We have received a quote from Dave Turner of £3480.00 to fix the rotten windows at the rear of the building. Approval needed from Council/Finance to go ahead with the work.

ACTION: Decision was made for clerk to acquire 2 more quotes.

- Skylight in Room 3 is dripping onto Carol Jenkins' patients
- Decorators have reported damp carpet in hallway next to toilet, skylight here also leaking

ACTION: Clerk to contact Roy Watkins to inspect the roof for ingress.

6. To receive an update on Sessions House Business.

- **Events**

- September**

- Thurs 11th - Twinning Reception Drinks 2pm

- Sat 20th – Sessions House Tours, Cadw Open Doors 10am - 4pm

- Bunting to put up on railings or at front

- Fri 26th – HMPS student celebration ceremony

- October**

- Sun 12th - Family Christening tbc

- Thurs 16th - Blaenavon Male Voice Choir 6.30pm

- Sat 18th - Gwent Girl Guiding event 1pm

- **Room hire**

- U3A Scrabble will no longer be renting the room for their sessions.
 - WEDDINGS – does committee want clerk to start promoting weddings? Currently not publicised enough.

ACTION: Clerk to begin publicising Weddings

- Voice of Wales has enquired if we can offer a Saturday session (4th, 11th or 18th October between 9am and 12pm) and how much that would cost. Who could open up and will the charge still be the same?

ACTION: Clerk to reply - charge of £20/hr. Cllr Richards or Cllr Peacock will open the building.

- **Tenancies**

- Clerk has not received any queries or responses regarding addition of utilities charges
- Rhodri (Beaufort) Room 2 is planning on retiring sometime before Christmas and has requested to store a few boxes of documents here. Committee voted against storing documents for ex-tenants or businesses.

ACTION: Clerk to respond to the request

- **Decorating**

- Room 6 to be decorated and carpeted before reletting. Plan is that KidRapt will move in, leaving Room 4 to be monitored for flood risk over the Autumn/Winter
- HMPS Prescoed team started on Monday 1st September. There are 2 prison students painters with a supervisor and a tutor. Clerk has completed a safety report which has been returned to the supervisor
- Cllr Peacock procured paint and stain blocker for Room 6 total of **£172.00**

- **Caretaking/Cleaning**

- Lyn Wadley has given one month's notice to leave her caretaking role. Lyn's last day will be Friday 12th September.
- Clerk has met with Laura from LP Cleaning. Cleaners will be in teams of 2 and would work 1 hour each, each day. Proposal is Monday & Friday 9am-10am then Wednesdays 4-5pm. The cost would be £20ph (6 x £20) = **£120 a week**.

- **Security**

- From 15th September, Sessions House will not have a caretaker in residence. Clerk has investigated the acquirement of more alarm fobs for the business tenants, coming in at £26.15 sets of 5 (**£130.75**) plus technician to visit and activate. A letter will be sent shortly explaining the changes to the opening arrangements.

- A signing in and out register will be introduced to show who is in the building at any one time. This will be required of all tenants and councillors on site at any time.
- **Cottage**
The cottage will be vacant from 1st October.
Decision made to get advice on renting out the cottage and what will be required.
ACTION: Clerk to contact Digby Turner to arrange an appointment for the 1st week of October

Correspondence

None

Next meeting: Wednesday 8th October 2025 5pm