

SESSIONS HOUSE MANAGEMENT

Meeting of the Session House Committee held on
Wednesday 5th November 2025 5pm at The Sessions House.

AGENDA

1. To receive apologies
2. Declaration of Interest
3. To approve the minutes of the meeting held on 8th October 2025.
4. Matters arising from the meeting held on 8th October 2025.
5. To receive an update on Safety Checks within Sessions House
 - **Asbestos update**
Survey was carried out on Monday 3rd November by CASA. Report will be received within 10 working days.
 - **Roof & water ingress**
Taliesin visited to assess and will return to look at roof once weather is better.
 - **Heating – Radiators & Boilers**
Waiting on Phoenix Aircon to visit to assess radiators and boilers in Sessions house and cottage.
ACTION: clerk to call Aircon again to arrange date of visit
ACTION: clerk to contact Wales & West and Western Power to obtain quotes for meters and submeters for cottage.
 - **Security**
Update from Churches re relocating the alarm from the cottage to the back door – waiting for technician to come and quote
ACTION: RFO to complete price comparison of Churches and Triple G Security
6. To receive an update on Sessions House Business.
 - **Events**
Ian Williams' Flanders & Swann concert was excellent and thoroughly enjoyed by those who attended.
Monday 10th November – Save the River Usk 7pm Public meeting in Courtroom
Saturday 15th November – Gwent Local History Council, 10am – 12pm. – Cllr K. Peacock to open up/close.

Sunday 30th November – Usk Country Market at Christmas 2-5pm

Friday 5th December – A Christmas Carol Storytelling Daniel McGowan 7pm

Saturday 6th December – A Christmas Carol Storytelling Daniel McGowan 7pm

- **Cottage**

Update on work completed by Roy Watkins

Rob Morgan Electrics has carried out work in the cottage and provided a certificate

Gas and Electric meters to be investigated

Window concerns – quotes needed for windows to kitchen and bedroom above

Windows will need cleaning before letting.

- **Cleaning/Caretaking**

One applicant – this person is self-employed and able to carry out caretaking duties but not cleaning.

Decision was made to carry on engaging services of LP Cleaning for 6hrs a week, with both parties giving one month's notice of termination.

Full council to decide on engaging services of applicant at the next meeting.

ACTION: clerk to contact LP Cleaning to confirm

ACTION: clerk to contact applicant with breakdown of duties for confirmation.

Matters of information:

ACTION: Clerk to contact Roy Watkins to remove the masking tape on courtroom windows

Correspondence

A request form Friends of Usk to plant a tree in memory for Roger Galletley

Next meeting: Wednesday 3rd December 2025 5pm