SESSIONS HOUSE MANAGEMENT

Meeting of the Session House Committee held on
Wednesday 7th January 2026 5pm
at The Sessions House

MINUTES

PRESENT
Chair: Cllr K. Peacock,
Cllr D. Richards, Cllr M. Howells, Cllr G. Howells, Cllr D. Harrison, Cllr a. Snellgrove
Clerk A Morgan
Cllr A. Ivin joined meeting at 5.30pm

1. **To receive apologies**
None

2. **Declaration of Interest**
None

3. **To approve the minutes of the meeting held on 3rd December 2025.**
APPROVED

4. **Matters arising from the meeting held on 3rd December 2025.**
None

5. **To receive an update on Safety Checks within Sessions House**
   - **Asbestos update**
     Awaiting response from CASA re quote for encapsulation and signage
     Roof report received from Taliesin re previous roof asbestos inspection. This has been circulated to all councillors.
   - **Roof & water ingress**
     Taliesin quote received for roof repairs. Quote - £8,773.79
     RFO to find out if this can be covered under emergency repairs or if quotes from other firms are required.
   - **Heating – Radiators & Boilers**
     Phoenix Aircon to attend to provide certificate for cottage boiler and to investigate adding thermostatic valves to radiators throughout the building.
   - **Security**
     Churches attended in response to night calls
     Discussion over Churches contract and other providers to take place in Finance meeting.

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6. **To receive an update on Sessions House Business.**
    - **Events**
      Come and Sing Event with evening performance organized by Drew Morton & Anne Goldsworthy – 10th January
      TaLK events Matthew Daley has booked training sessions for 3 dates in Jan/Feb
      Film Crew in attendance 11th-13th January for ITV drama
      Gwent Young Farmers event Sunday 18th January
    - **Cottage**
      Boiler to be serviced to receive a Landlord's Certificate
      Sub meter investigation ongoing. Clerk has contacted Northern Power who will send an engineer out this month.
    - **Bookings**
      Filming: 11th – 13th January. Letter and parking map have been circulated to all residents and businesses and the Memorial Hall. Company would like to use the vacant cottage for actors on 12th and security from 11th to use the toilets. Council decided a £300 fee would be asked for the filming day; heating and cleaning costs will need to be covered. The cottage will not be available to security so Park Toilet facilities will remain unlocked for them overnight.
      Large kitchen will be used by the crew, tenants have been informed.
      ACTION: Clerk to contact location manager re additional fee and arrangements. Clerk to book LP Cleaning services to clean the cottage post filming.

7. **Matter of Information**
   None

8. **Correspondence**
9. None

Next meeting: Wednesday 4th February 2026 5pm

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