

**SESSIONS HOUSE MANAGEMENT**  
**Meeting held on Wednesday 9<sup>th</sup> September 2026 5pm**  
**at The Sessions House.**

**MINUTES**

**Present:**

Chair: Cllr K. Peacock

Cllr M. Howells, Cllr G. Howells, Cllr A. Ivin, Cllr D. Richards, Cllr D. Harrison

RFO: D. Nash

Clerk: A. Morgan

**1. To receive apologies**

Cllr A. Snelgrove

**2. Declaration of Interest**

None

**3. To approve the minutes of the meeting held on 8<sup>th</sup> July 2026**

APPROVED

**4. Matters arising from the meeting held on 8<sup>th</sup> July 2026**

Asbestos in building to be addressed – in hand

Positive comments have been received about the painting of the library

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

- Alarm and Fire Service

24<sup>th</sup> August: Fire Safety - Quarterly maintenance carried out

Intruder Alarm – 6 monthly maintenance carried out

No issues, all ok

- Men's toilet: reported leak from cistern and floor needs attention

**ACTION:** investigation required

**6. To receive an update on Sessions House Business.**

- Painting Update **Room 6** is complete and now carpeted. Room 2 ceiling and skirting, **Back toilet** painted white. **Courtroom** to be scraped

- Plasterer – 21<sup>st</sup> September

- Office rental update

**Room 2** to start Oct 1<sup>st</sup>

**Room 6** to start Sept 14<sup>th</sup>

Discussions around kitchen change over and opinion to rent as office

**ACTION:** procure quotes for kitchen improvement

- Events

- **Fri 18<sup>th</sup> Sept** HMPS Ceremony
- **Sun 20<sup>th</sup> Sept** Open Doors 10am – 4pm – shifts covered by Events committee. U3a to have stand by office door
- **Sun 27<sup>th</sup> Sept** Welsh singing Festival 4-6pm Mayor's Charitable event
- **Sat 31<sup>st</sup> Oct** Flanders and Swann
- Bookings
  - **Sat 19<sup>th</sup> Sept** Wedding cover needed
  - **Sun 11<sup>th</sup> Oct** Chamber Orchestra 10am – 5pm
  - **Filming** possibility for **17<sup>th</sup> Oct** tbc
  - **Future Weddings** 3<sup>rd</sup> July 2027 and tbc – Dec 26 & June 27

## 7. Cottage

- Utilities
    - **National Grid** quote of £9,537.10 – acceptance form needs to be returned (up to 8 weeks wait time)
    - **Electrical quotes** from £6,495.00 and £2,495.00

Quotes to include drilling hole for new supply into cottage (Heritage have approved this), moving circuit board to accessible height and connecting new supply to circuit board and connect the meter.

  - **Heating Engineers** Boiler quote from 2 companies pending (fitting boiler and cutting gas supply)
  - **Electric Meter** will need to be fitted by utility company of our choice, this cannot be done until supply is in.
  - RESOLVED:** Cottages to be run on electricity and gas. Plans for a new all-electric supply too costly. Cottage electric supply to run from main house
  - RESOLVED:** Reroute gas pipe outside of the boiler room and add submeter. Quote from Usk Valley Heating approved.
  - ACTION:** obtain quotes for moving electricity DB and adding a submeter
  - ACTION:** obtain quotes for a new gas boiler
- Preparation for Rental -To be discussed further

## 8. Matters of Information

- **First Aid Kit** has been updated
- **Cleaning:** councillors are pleased with current cleaning and keyholder arrangements
- **Clerk Leave:** 2 weeks from Mon 21<sup>st</sup> September – office to be covered by councillors
- ACTION:** clerk to establish **Health & Safety** and **Risk Assessment** policies

## 9. Correspondence

Thank you card from UTFCTC

  
Town Clerk

**Next meeting: Wednesday 7<sup>th</sup> October 2026 5pm**