



**Clydach Community Council  
Minutes of the Meeting of the Open Spaces and Building  
Management Committee**

Held Tuesday, 9 June 2026 at 6.45 PM

Waterfall Suite, Forge Fach Resource Centre and online.

**Attendees:** Councillors Siubhan Evans-Jones, Maria Farr, John Hill, Susan Powell, Julian Nicholds (online) and Michaela Chaplin (Clerk to the Council).

**1. To elect a Chair for 2026 - 2027**

It was proposed, seconded, and RESOLVED to elect Cllr. John Hill as Chair of the Open Spaces and Building Management Committee for the 2026 – 2027 term.

**2. To elect a Vice-Chair for 2026 - 2027**

It was proposed, seconded, and RESOLVED to elect Cllr. Siubhan Evans-Jones as Vice-Chair of the Open Spaces and Building Management Committee for the 2026 – 2027 term.

**3. To receive apologies for absences**

Apologies were noted from Cllrs. Dylan Williams

**4. To receive Declarations of interest**

No declarations of interest were made by members in relation to the agenda items.

**5. To consider matters raised by members of the public related to items on the agenda, limited to 10 mins**

No public in attendance

**6. To approve the Minutes of the Open Spaces and Building Management Committee held on 12 May as an accurate record**

RESOLVED that Minutes were accurate and had been adopted by Council on 19 May 2026

**7. Matters arising from the Minutes**

Point 11 – notice board has now been purchased and will be put up this week.

**8. To discuss the Terms of Reference and if necessary, make any suggested changes to full council**

RESOLVED to not make any changes to the Terms of Reference.

**9. To receive the Clerks report on Open Spaces and Building Management**

The Clerk verbally updated the committee.

There was damaged caused to sinks at a recent event in Forge Fach, the handyman has managed to secure them.

The Fire strategy and Fire evacuation floor plans have now been created and will be located in each building.

The Fire risk assessments have been carried out for both buildings. The Fire risk assessor has recommended that we have Hirer agreements that are signed by all hirers at the start of the hire period either the beginning of their period if ongoing or prior to a party / one off booking. The Risk assessment along with an Action plan will be received by end of the week The Clerk will complete any actions required.

The legionella risk assessment has been completed. The temperature probe has been purchased and training for all staff and two members of the nursery will take place on the 6 July.

Skip has been hired and all rubbish in the containers has been removed. A further skip has been ordered for Vardre hall.

Flag poles need to come down, the ladder we had was not high enough. The Clerk has been looking for prices of hiring a cherry picker. However, Cllr. J Hill suggested that we purchase a new one to replace the broken one that was in the container. RESOLVED that the Clerk would find prices and report back at the next committee meeting.

Due to the disposing of items from the container the Asset registered needs to be updated.

Cllr. John Hill has requested that Ian James from Copr Bay Consulting provide the committee with a report on a monthly basis as to what they have completed.

RESOLVED

**ACTION** – Clerk to create Hirer agreements and distribute to all hirers.  
Clerk to find prices of ladders tall enough to reach the flag poles.  
Clerk to update the asset register and report back to committee.  
Clerk to inform Ian James of the Committees request.

**10. To receive an update on the Vardre Community Hall renovations**

The Clerk verbally updated the Committee.

As mentioned at the full council meeting due to asbestos being located within the building the ceiling repairs required specially trained people to remove the damaged asbestos. This was at an extra cost of £1,782 + VAT. A Certificate of removal and disposal will be received.

The decorating of the main hall along with the repairs to the ceiling has now been completed and the hall is looking nice.

The toilet room alterations have been completed and decorating taken place. The floor needs to be replaced rather than repaired at a cost of £767.00 +VAT.

RESOLVED to go ahead with the floor replacement.

The handyman has been decorating the lobby area.

The building regulators inspector has attended the building and is happy with the work that has been carried out. The only addition required was a 1-metre-tall mirror being fixed to the wall 60cm above the wall. RESOLVED that the Clerk will source mirror and arrange installation.

The Clerk updated the committee with the costs for all work completed.

Cllr. John Hill updated the committee with regards to the Community Garden. They have been awarded a grant from the Mond to enable them to install the security gate at the side of the garden. This gate needs to be a push gate from the inside as it is on a Fire exit route, ideally it will be hinged on the fence side. Cllr. John Hill asked if Copr Bay could be consulted with on this matter. The grant also covers the installation of electric power to the tea cabin and water to a outside sink. They are also hoping to create a concrete path from the Polly tunnel to allow wheelchair access.

ACTION - Clerk to purchase and have installed a 1 metre mirror.  
Clerk to obtain prices for suitable ladders and report back to the committee.

**11. To approve the purchase of a buffer / washer / dryer machine for Vardre Community Hall**

RESOLVED to purchase the same machine as in Forge Fach Resource centre with one battery.

**12. Date of next meeting**

RESOLVED next meeting 14 July 2026.

Meeting concluded at 7.44pm

Signed \_\_\_\_\_ Dated \_\_\_\_\_