

Ceri Anderson

Dated this: 28 August 2018

Dear Sir/Madam

I hereby give you notice that a meeting of the **Town Hall Committee** of the above Council will take place in the Council Chamber, Cowbridge Town Hall, on Tuesday 4th September **2018 at 8.00pm.**

All members of the above Committee are hereby summoned to attend for the purpose of transacting the following business.

Yours faithfully

Ceri Anderson
Town Clerk

AGENDA

1. Apologies for absence
2. To receive Declarations of Interest (*Members are reminded of the provisions of paragraph 11 of the Members' Code of Conduct and more particularly paragraph 11.1*).
3. Matters arising from the Committee Meeting held on 3 July 2018, which are not already items on this agenda.
4. Repairs to Town Hall Main Roof & Guttering – **(update)**.
5. Town Council Notice Boards (Update)
6. Town Hall Doors & Brass Plaques (Update)
7. Telephone system – Town Council Offices (information attached)
8. Kitchen Equipment
9. Accessibility
10. Disposal of Furniture
11. Marriage Licence
12. Town Hall Expenditure 2018/19 (for information only)
13. Date and Time of next Meeting (2nd October 2018)

Committee Members: Cllrs J Andrew, S Vaughan, J H Wallis, J R Harris, G A Cox, C George, H P Wright, T J Williams and A T Trousdell