

Ceri Anderson

Dated this: 27 June 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 3rd July **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. To elect a Vice Chairperson
2. Apologies for absence
3. 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*).
4. Matters arising from the Committee Meeting held on 5 June 2018, which are not already items on this agenda.
5. To consider Terms of Reference for Town Hall Committee
6. Repairs to Town Hall Main Roof – **(update)**.
7. Refurbishment of Chamber Chairs.- **(update)**
8. Grab Rails
9. Instruction for Fire and Safety Policy & Emergency Plan – Associated Costs (under separate cover)
10. Replacement Union Jack Flag (Update)
11. Town Council Notice Boards (Update)
12. Town Hall Doors (Update)
13. Installation of plug socket on front stairs.
14. Telephone system – Town Council Offices
15. Photocopier for Town Council Offices
16. 5 Year Strategic Plan – Town Hall Committee **(copy held by members)**.
17. Town Hall Expenditure 2018/19 (for information only)
18. Date and Time of next Meeting