

Ceri John

Dated this: 28 August 2019

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 3 September 2019 at **6.00pm**.

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

Yours faithfully

Ceri P John
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 Tuesday 11 July 2019, which are not already items on this agenda.
4. Town Hall Monthly Accounts – August 2019 (under separate cover)
5. Replacement Curtains update
6. Hearing Loop - update
7. **Health and Safety**
Asbestos Risk Assessment
Fire Risk Assessment
Fixed Wiring Test
8. **Disability Access**
Grab Rails
Signage
Lift
9. IT Back up Solution – E Mail S P Harrison, Vale of Glamorgan Council
10. Date and Time of next Meeting: 6.00pm 15 October 2019