

Ceri Anderson

Dated this: 1 May 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 5th June **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 Chairperson .
2. To elect a Vice Chairperson
3. Apologies for absence
4. 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*).
5. Matters arising from the Committee Meeting held on 9th May 2018, which are not already items on this agenda.
6. To confirm calendar of meetings for 2018/19
7. To consider Terms of Reference for Town Hall Committee
8. Repairs to Town Hall Main Roof – **(update)**.
9. To consider email correspondence from Martin Roofing Contractors – repair to guttering side of Town Hall Building
10. Service/Repair to Town Hall Clock – **(update)** .
11. Refurbishment of Chamber Chairs.- **(update)**
12. Grab Rails **(update)**
14. Display Energy Certificate **(update)**
15. 5 Year Strategic Plan – Town Hall Committee **(copy held by members)**.
16. Replacement flooring for Gents Toilets (information attached)
17. Instruction for Fire and Safety Policy & Emergency Plan – Associated Costs (under separate cover)

18. Installation of lift (*update*)
19. Replacement Union Jack Flag (information attached)
20. Town Council Notice Boards (information attached)
21. Town Hall Doors (alternative colours information tabled at meeting)
22. Purchase of Lightweight Chain Posts (information attached)
23. Town Hall Expenditure 2018/19 (for information only)
24. Date and Time of next Meeting