



Be kind



Byddwch yn garedig

Cowbridge with Llanblethian Town Council

28th September 2021

Dear Sir/Madam,

I hereby give you notice that the next meeting of the **Town Hall Committee** will take place in the **Cowbridge Town Hall Council Chamber** and by **Video conference** on **Tuesday 5th October 2021 at 7.00pm.**

If Members are unable to attend they must inform the Town Clerk prior to the meeting of the reason for non-attendance.

The meeting will be held in accordance with the Local Government and Elections (Wales) Act 2021.

All members of the press and public wishing to attend the Council Chamber contact the Town Clerk in advance of the meeting, to ensure necessary seating and social distancing arrangements are put in place.

All members of the press and public wishing to attend by means of video conference, contact enquiries@cowbridge-tc.gov.uk for joining instructions.

THE MEETING WILL BE RECORDED.

C Kennedy

Cathy Kennedy
Town Clerk

Members on Committee: Cllrs: M Wilson (Chair), Gwen Baty (Deputy Chair), S Vaughan (Mayor), J Andrew (Deputy Mayor), Rhys Watkins, Gus Baty, A Pritchard, G Cox.

AGENDA

- 1. APOLOGIES FOR ABSENCE**
To approve any apologies of absence from Members.
- 2. DECLARATIONS OF INTEREST**
To note any declarations of personal and prejudicial interests from Members.
- 3. MATTERS ARISING**
To discuss any matter arising from the committee meeting held on Tuesday 6th July 2021 that are not already on the agenda.

- 4. THE TOWN HALL FINANCIAL REPORT**
To approve the Town Hall summary as reported up to 28 September 21.
- 5. TOWN HALL WEDDING HIRE**
To consider ongoing charges for wedding hire of the Town Hall.
- 6. THE REPAIR AND MAINTENANCE PLAN**
To discuss and note the maintenance plan as updated 28 Sept 21.
- 7. TOWN HALL EMERGENCY CONTACT LIST**
To discuss putting in place an out of hours rota.
- 8. THE TOWN HALL CLOCKS**
To receive a progress update regarding clock maintenance.
- 9. THE TOWN HALL BOILERS**
To receive an update on quotes received, plus loan/grant advice.
- 10. IT ACTIONS**
Discuss following up on actions suggested by the IT working group.
- 11. TOWN HALL LIFT**
Discuss further actions to improve the safety of the lift.
- 12. HEALTH & SAFETY AUDIT**
To note the H&S Audit completed on 13th July 21.
- 13. DATE OF NEXT MEETING**
The next meeting will be held at 7:00pm on Tuesday 2nd November 2021