



Be kind



Byddwch yn garedig

Cowbridge with Llanblethian Town Council

Dated this: 4 January 2021

Dear Sir/Madam

I hereby give you notice that a meeting of the **Town Hall Committee** will take place by video conference on **Tuesday 9th February at 6.00pm under the Local Authorities(Coronavirus) (Meetings) (Wales) Regulations 2020**. All members of the above Committee are hereby summoned to attend for the purpose of transacting the following business.

Yours faithfully

Assistant Town Clerk

Due to Coronavirus (Covid-19) measures, Cowbridge with Llanblethian Town Council has set-up a Remote, Virtual Meeting system using "MICROSOFT TEAMS". Any member of the public wishing to attend the Remote, Virtual Meeting will need to submit their request by emailing c.p.john@cowbridge-tc.gov.uk no later than Friday 5th February 2021. If you would like to speak at the Remote, Virtual Meeting please email c.p.john@cowbridge-tc.gov.uk no later than Friday 5th February 2021 and inform the Town Clerk as to the relevant Agenda item.

Members on Committee: Cllr S Vaughan, Cllr R Spencer-Downe, Cllr J Andrew, Cllr A Trousdell, Cllr M Wilson, Cllr G Cox, Cllr G Baty, Cllr G J Baty

AGENDA

1. Apologies for absence
2. To receive Declarations of Interest
3. Matters arising from the Committee Meeting held on 12th January 2021
4. Town Hall Accounts (to be distributed under separate cover)
5. Town Hall Budget 2021/22
6. Fire Risk Assessment actions
7. IT Working group update
8. First floor kitchen refurbishment
9. Other lockdown work
10. Electrical inspection
11. Boiler maintenance
12. Damp on interior Lesser hall wall
13. Roof repairs
14. Lantern repair
15. Date and Time of next Meeting: 6pm Tuesday 9th March 2021