

Ceri Anderson

Dated this: 3 June 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 11 June 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. 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 8th May 2019, which are not already items on this agenda.
6. Town Hall Monthly Accounts
7. To consider Terms of Reference for Town Hall Committee
8. Replacement Curtains (Chamber)
9. Replacement Chairs
10. Purchase of crockery for Civic events
11. **Health and Safety**
 - Asbestos Risk Assessment
 - Fire Risk Assessment
 - Fixed Wiring Test
12. **Disability Access**
 - Grab Rails
 - Signage
 - Lift
13. Big Screen Film Festival
14. Painting of Main Doors at Front of Building
15. Date and Time of next Meeting: 6.00pm 9 July 2019