



Be kind



Byddwch yn garedig

Cowbridge with Llanblethian Town Council

Dated this: 6 April 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 13th April 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

Cathy Kennedy
Town Clerk

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 9th March 2021
4. Town Hall Accounts (to be distributed under separate cover)
5. Roof repairs update
6. First floor kitchen refurbishment update
7. Wedding licence renewal and wedding request update
8. Fire Risk Assessment actions update
9. Fire Extinguishers annual check

10. IT working group update
11. Electrical inspection update
12. Boilers maintenance and renewal Request for Quotation update
13. Lantern repair update
14. External electrical socket update
15. Potential partial reopening of Town Hall to hirers after 17th May
16. Date and Time of next Meeting: 6pm Tuesday 11th May 2021