



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 12th January 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

Ceri John
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 8th January 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 8th January 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 15th December 2020
4. Town Hall Accounts
5. Town Hall Budget preparation 2021/22
6. Fire Risk Assessment
7. IT Working group update
8. Date and Time of next Meeting: 6pm Tuesday 9th February 2021