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**CYNGOR TREF PONTARDDULAIS TOWN COUNCIL**

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*Correspondence is welcomed in English or Welsh / Croesewir gohebiaeth yn Gymraeg neu’n Saesneg*

 3 February 2023

**A MEETING OF THE ESTATES AND DEVELOPMENT COMMITTEE WILL BE HELD IN THE INSTITUTE ON MONDAY 13TH FEBRUARY 2023 AT 7.00PM**

*H. J. Davies -* Clerk to the Council

**BUSINESS**

1. Apologies for absence.

2. To receive declarations of personal interest from Members in accordance with the Council's Code of Conduct.

3. To elect a Chair

4. To agree Terms of Reference.

5. To consider/discuss the following requirements for the Institute:

* 1. Health & Safety/Risk Assessment for balcony
	2. Service of kitchen boiler
	3. Storage facilities for user groups
	4. Improvement of internet facilities in the building and the provision of an electronic notice board in line with Digital Towns strategy
	5. Display and safety of the valuable painting
	6. Clarify the position of dogs in the building
	7. Provision of baby changing facilities
	8. External window cleaning on roof windows
	9. Male toilet facilities
	10. External barriers
	11. Any other issues relating to the Institute
	12. Hearing loop for the board room and main room

6. To consider and make recommendations on hire charges in the Institute.