

LLANTWIT MAJOR TOWN COUNCIL

**Report of Town Hall Working Group meeting
held 15th October 2013,
Heritage Centre**

PRESENT: Councillors; Mrs A Knight – Elected Chairman
Mr J Evans
Mr M Mason

Mrs Ruth Quinn – Town Clerk

Councillor Mrs A Knight asked members to nominate a Chair, as apologies had been tendered by Councillor Williams. Councillor Mrs Knight was nominated to take the Chair.

1) Apologies were tendered on behalf of:

Councillor Mr K Geary
Councillor Mr E Williams
Councillor Mr R Jenkins

2) To receive report of meeting held on 10th September 2013 (ratified by Full Town Council 26th September 2013)

Working Group members had previously been circulated with a copy of the Report of the Working Group meeting held 10th September 2013. Noted.

3) Matters arising

Councillor Mrs Knight asked if there was any update with regards the website. The Town Clerk replied that Councillor Williams has informed her that there appears to be a log in problem with the Vale of Glamorgan Council, who host the website. He has been in contact with the relevant people and it is hoped this will be overcome in the next couple of weeks. There was a brief discussion with members expressing their disappointment with the Vale of Glamorgan Council 'hosting'.

Councillor Mason reported to members that he had contacted the Fire Service headquarters in Llantrisant regarding the new fire extinguisher P50. The replied he received was 'don't touch them with a barge pole'.

4) To receive report from Town Clerk regarding help for gardener/handyman over summer months

The Town Clerk reported that discussions have been on going with regards the best way forward in arranging for the gardener/handyman to have help over the summer periods when he is at his busiest, or when he take annual leave. One suggestion had been to look at Careers Wales and their 'Work Experience' scheme. Unfortunately, after contacting Careers Wales, we would not be able to use this as we are a local government and it is aimed at the private sector. Councillor Evans asked if we could look into taking a young person on over this period. The Town Clerk replied it is difficult to see how the Town Council could take someone on for a short period of time, as to use the machinery training would be required and therefore financial outlay. There would also be wages and insurance to consider. The other issue is that if the weather is extremely wet, as last year, then the extra help would not be required, unlike this year due to the warm weather the grass has not stopped growing.

RECOMMENDED: That the Town Clerk contacts the Vale of Glamorgan Council to see which agency they use to provide cover. The Town Clerk then contacts this agency for information.

5) To receive verbal update from Town Clerk regarding purchase of new scanner

The Town Clerk reported that she had finally managed to arrange a visit from both Canon and the IT department, Vale of Glamorgan Council, and as of last Thursday the photocopier it back running as a scanner for hers and the admin assistants machines, for some reason the other machine will not connect, but any scanned documents can be put on the shared drive and can be access from there.

5) Utility Use age

Working Group members had previously been circulated with the Utility Use age up to the end of September 2013, included was also an explanation for which meter fed what supply within the Town Hall and the Old School.

6) Date of next meeting

Tuesday 19th November 2013, 2.15pm, Heritage Centre