

LLANTWIT MAJOR TOWN COUNCIL

**Report of Town Hall Working Group meeting
held 10th September 2013,
Heritage Centre**

PRESENT: Councillors; Mr E Williams – Chairman
Mrs A Matthews
Mr R Jenkins
Mr M Mason

Mrs Ruth Quinn – Town Clerk

1) Apologies were tendered on behalf of;

Councillor Mr K Geary
Councillor Mr J Evans

2) To receive report of meeting held on 15th July 2013 (ratified by Full Town Council 25th July 2013

Working Group members had previously been circulated with a copy of the Report of the Working Group meeting held 12th June 2013. Councillor Jenkins asked the Town Clerk to clarify the name of the Group as on the Agenda it states 'Town Council Working Group', yet on the Report it states 'Town Hall Working Group'. The Town Clerk confirmed it was the Town Hall Working Group. Noted.

3) Matters arising

Councillor Williams asked if the scanner situation has been resolved yet. The Town Clerk replied that it had not. Trying to arrange for an engineer from Canon and a technician from the Vale of Glamorgan Council to meet is proving difficult. She is giving it until the end of October to resolve if not she is going to buy a scanner.

Members discussed the Website and how it will be updated now that the Deputy Town Clerk had finished.

RECOMMENDED: That Councillor Jenkins updates and maintains the website whilst the appointment of a new Deputy Town Clerk is taking place.

Councillor Williams queried if all the recommendation by the Fire Officer had taken place. The Town Clerk replied that yes the majority of works have been completed the only item outstanding is works to the boiler cupboard in the Back Annexe. The new smoke detectors

were installed over the summer holiday period. The purchase of new fire extinguishers had been taken to the Five Year Plan committee for further discussion. Councillor Mason informed members that there were a couple of errors on the quotation for the extinguisher and pointed them out to the Town Clerk.

The Town Clerk informed members that with reference the Plant Protection Products (Sustainable Use) Regulations 2012 and the need for herself and the gardener/handyman attending a course, she had looked further into it and spoken to numerous people in the Welsh Government and it appears that they do not need to attend a course as the gardener/handyman holds a City & Guilds, Certificate of Competence in the Safe Use of Pesticides, PA1 and PA6A, and these are acceptable.

4) Any updates

Councillor Williams informed Working Group members that the appointment of a Deputy Town Clerk was progressing. Over 30 application forms had been sent out with 21 being returned, Councillors had met on 4th September and 5 candidates had been shortlisted, interviews were taking place on 11th September 2013. Candidates will be asked to complete a simple Word and Excel test as well as being interviewed.

The Town Clerk informed members that she had enrolled on a new Business Management NVQ Level 5 course. Noted.

5) Utility Use age

Working Group members had previously been circulated with the Utility Use age up to the end of August 2013, included was also an explanation for which meter fed what supply within the Town Hall and the Old School. The Town Clerk informed members that the last oil delivery was also included in the figures

6) Date of next meeting

Tuesday 15th October 2013, 2.15pm, Heritage Centre