

LLANTWIT MAJOR TOWN COUNCIL

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

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

Mrs Ruth Quinn – Town Clerk

1) Apologies were tendered on behalf of;

Councillor Mr K Geary

2) To receive report of meeting held on 12th June 2013 (ratified by Full Town Council 27th June 2013

Working Group members had previously been circulated with a copy of the Report of the Working Group meeting held 12th June 2013. Noted.

3) Matters arising

Councillor Williams went through points raised in the report. The electric meter reading and explanation was on the agenda later in the meeting. The Town Clerk confirmed that the gardener/handyperson had now completed an 'e' learning working at heights course, as well as a legionella course.

Councillor Williams queried the report that the computers were running 'slow', the Town Clerk replied that she had spoken to the Vale of Glamorgan IT department who confirmed that the administrative assistant's machine was the last one on the network, so it may be slightly slower at opening documents etc than the others. The antivirus software was up to date on all machines, including the laptop and they had all been configured to go to the internet and update on their own. With regards the purchase of a new scanner, Andrew Brain is confident that he can connect the photocopier to the back office machine and a day when he and an engineer from Canon are available to meet is being arranged. Councillor Jenkins queried that if they were not successful and a scanner was purchased would it be compatible to all three machines, as two were on a different operating system. The Town

Clerk informed Working Group members that the Vale of Glamorgan Council would purchase the scanner and set it up.

Members asked if details were available from the internal auditor regarding fees for this year and the possible half yearly audit. The Town Clerk replied that she had spoken briefly with the auditor and they felt that a half yearly audit would not benefit the Council, but suggested an informal meeting to discuss the progress made on the recommendations from last year's audit report. She had emailed them today chasing a figure for the fees this year, so that they are available to go to Full Town Council meeting next week. The Town Clerk added that she had already started working on some of their recommendations, including updating the Financial Regulations, banking weekly, monthly and quarterly bank reconciliations, as well as computerising the cashbooks. An agenda brief has been prepared to go to Full Town Council next week regarding the Land Registry, and a costing was being sought for the Vat review.

Councillor Williams queried how the filing was progressing. The Town Clerk replied very slowly as all office staff were extremely busy at the moment. Councillor Williams asked if the visitors centre receptionist would be able to help. The Town Clerk assured members that she did help, with shredding and creating files when needed, but a lot of the files needed reading through and some items archived, which she would not expect the visitors centre receptionist to do as she is not directly involved in the day to day running of the office, and would be unsure on what was current or not.

Councillor Williams asked that it be recorded that good progress has been made on the website. All reports and minutes were up to date. The Town Clerk informed members that as stated all office staff were extremely busy at present, but it is hoped that towards the end of August, when hopefully there is a bit more time, the facilities page will be updated.

4) To discuss letter and recommendations from Fire Officer regarding inspection of the Old School

Working Group members had previously been circulated with a copy of a letter received from the Fire Safety Officer and a schedule of works. The Town Clerk reported to members that she had asked the Fire Officer to visit the Old School as she had concerns regarding the entrance doors, and with the Cylch moving in in September, this would result in more persons bring present in the building. The Fire Officer was happy with the entrance doors, but whilst on site carried out a full inspection of the premises, and a number of points were picked up. The Town Clerk read out an additional list of smaller points raised by the Fire Officer, but she had completed these and he was happy and had not included them on his schedule of works.

Members discussed the schedule of works. Councillor Jenkins queried if the quotation attached from Tremorfa was the only one obtained. The Town Clerk replied that yes it was, she had contacted them as they have the contract at present for the maintenance of the fire alarm system until 2015. The Town Clerk added that some of the smaller points picked out in the list of works, had already been completed. Councillor Mrs Matthews queried if new doors would be needed. The Town Clerk assured members that no new doors were needed, intumescent seals would be purchased and installed on 7 doors. She has obtained costing's for this and the strips should cost no more than £50 and a quotation had been received from a local carpenter to fit the strips at £220, so this was within her spend allowance and the works will be done over the summer holiday. The Town Clerk informed members that she had also sought advice from Ellis Whittam regarding the automatic heat detectors, and they had assured her that as children use some of the rooms then this would need to be installed. That only left points 4, 5 & 7 outstanding. Points 4 & 5 would be a slightly larger project as it involved works to a cupboard that had already been recognised as containing a low level of asbestos, so she will be looking at these works over August, and obtaining costs. Point 7 is a little bit more tricky as she can foresee the Conservation Officer in the Vale of Glamorgan Council having issues to any works taking place to the window involved, but she will be meeting with him over the coming weeks, and discuss this with him then.

RECOMMENDED: That a copy of the quotation received from Tremorfa for the installation of automatic heat detection units be brought before Full Town Council 25th July 2013, for discussion on proceeding with the installation and which budget the monies would come from.

Further

RECOMMENDED: That the Town Clerk obtains a cost for the works to the cupboard in the South Annexe and bring back any finding to the next meeting of the Working Group. That following her meeting with the Conservation Officer the Town Clerk reports back to the Working Group.

The Town Clerk informed members that also whilst walking around the Old School the Fire Officer was shocked at the amount of fire extinguisher we had in place. He believed that only half the amount was required and that he personally would prefer none so as not to encourage people to re-enter the building to try and tackle the fire, but obviously legislation states that some should be present. Following this visit she had researched fire extinguishers and come across a local company who are now manufacturing an extinguisher called P50. These extinguishers are guaranteed for 10 years and do not require annual servicing, they also tackle any blaze and are half the size of most existing extinguishers. She had met with a representative and a quotation obtained. Copies of the quotation were handed around. These were not for discussion today but to take away and read through.

5) To discuss a way forward/suggestions for cover during gardener/handyman annual leave

Councillor Williams explained to member that he was sure all present were aware of the current situation with the gardener/handyman having taken annual leave. The Town Clerk informed members that the gardener/handyman had not previously taken a full two weeks holiday before so the problem with cover had never arisen. Councillor Mrs Matthews stated that as he was entitled to 4 weeks annual leave then something should surely be put in place.

Councillor Jenkins queried if the Vale of Glamorgan Council would not be able to assist. The Town Clerk replied that previously the Vale had agreed to cover the old gardener/handyperson when he had taken leave, but the amount was excessive and was close to £900. Councillor Evans asked if a local contractor could not be asked to cover the work. The Town Clerk informed members that she had spoken to a couple of small local contractors who were happy to do any grass cutting but did not really want to take on emptying bins. The Town Clerk added that Councillor Marsh is at present emptying the bins on the recreation field, Councillor Ingram on Seaview Park and Councillor John in Lorna Hughes Park, it is not a pleasant job and with this heat the bins are not smelling their sweetest.

Councillor Evans suggested that he could approach the Rugby Club to see if they could suggest someone.

RECOMMENDED: That Councillor Evans approaches Llantwit Major Rugby Club to see if they knew of any local person who would be able to assist with the emptying bins and watering the flower whilst the gardener/handyman was on annual leave.

6) Copy of briefing notes received regarding Local Government Pension Scheme – Scheme reforms and key requirements for payroll systems from 2014

Working Group members had previously been circulated with a copy of the briefing notes received regarding Local Government Pension Scheme – Scheme reforms and key requirements for payroll systems from 2014. Councillor Williams asked if the Town Clerk had anything she wished to add to these notes. The Town Clerk replied that she was confident that Sage, the payroll provided, will have something in place prior to this change happening, as we can't be the only local Council they supply with payroll, although she will be contacting them to make sure.

7) Email received regarding Plant Protection Products (Sustainable Use) Regulations 2012

Working Group members had previously been circulated with a copy of an email received from the Welsh Government regarding Plant Protection Products (Sustainable Use)

Regulations 2012. The email was ensuring that the Town Council was aware of the new regulation which came into force on 18th July 2012. Working Group members queried if our gardener/handyman was covered. The Town Clerk informed member that he had attended a course whilst with his previous employers and it was still in date, a copy was on his file. Although if you read the last sentence of the first bullet point it states that “even employers and people who give instruction to other who use pesticides must attend training and certification requirements”.

RECOMMENDED: That the Town Clerk obtains costings and details of a local course and bring them back to the next meeting of the Working Group.

8) Certificate obtained by Deputy Town Clerk re; BCS Level 2 in IT User Skills

Working Group members had previously been circulated with a copy of the certificate obtained by the Deputy Town Clerk re; BCS Level 2 in IT User Skills. Working Group members asked the Town Clerk to pass on their congratulations to the Deputy Town Clerk. Noted.

9) Utility Use age

Working Group members had previously been circulated with the Utility Use age up to the end of June 2013, included was also an explanation for which meter fed what supply within the Town Hall and the Old School. Councillors Williams thought that with this information and the colours it was easier to understand. The Town Clerk informed members that obviously there had been no change in the oil figures for quite some time, but she is looking to put an order in towards the end of August when costs will be lower. Councillor Jenkins asked what company we used to supply our oil, the Town Clerk replied that they shop around.

10) Date of next meeting

Tuesday 10th September 2013, 2.15pm, Heritage Centre