

LLANTWIT MAJOR TOWN COUNCIL

**Report of Town Hall Working Group meeting
held on 21st March 2012,
Heritage Centre**

Present; Councillor Mr K Geary (Chairman)
Councillors; Mrs M Lane
Mr E Williams
Mr E Hacker
Mr R Austin

Mrs Ruth Quinn –Town Clerk

Apologies were tendered on behalf of;
Councillor Mrs A Matthews

2) To receive report of meeting held on 15th February 2012 (ratified by Full Council 23rd February 2012)

Working Group members had previously been circulated with a copy of the Report of the Working Group meeting held 15th February 2012. Noted.

3) Matters arising

Councillor Geary informed Working Group members that any matters arising will be discussed during the meeting.

4) One Voice Wales – Finance Training

Working Group members had previously been circulated with a copy of an agenda for a Finance course taking place in the Civic Offices, Barry, organised by One Voice Wales. The Town Clerk reported that she would be interested in attending this course.

RECOMMENDED: That the Town Clerk attends this course at a cost of £40.

5) Verbal Update visitors centre receptionist

The Town Clerk gave Working Group members a verbal update with regards the appointment of a seasonal part time visitor centre receptionist. Adverts were placed on both notice boards within Llantwit Major and also sent to the Comprehensive School, 5 applications were sent out and 4 completed ones received back. Interviews are to take place on Monday afternoon, with hopefully a verbal report being presented to the Full Town Council on 29th March 2012, confirming an appointment.

6) Service level agreement - website

Working Group members had previously been circulated with a copy of the website service level agreement, received from the Vale of Glamorgan Council. Working Group members noted amendments made by the Town Clerk.

RECOMMENDED: That the Town Council enter into the website service level agreement, with the Vale of Glamorgan Council, at a cost of £500 + vat, as they had in previous years.

7) Utility Usage

Working Group members had previously been circulated with a copy of the utility usage for the period 9th February 2012 to 15th March 2012. Noted.

PART II

The Public and Press may be excluded from the meeting during consideration of the following items in accordance with Section 100a (4) Of The Local Government Act 1972.

8) Probationary Period Deputy Town Clerk

The Town Clerk informed Working Group members that the Deputy Town Clerks probationary period was due to finish at the end of March and she would be doing a verbal report to the Full Town Council on 29th March 2012. Noted

9) Discuss regarding cleaner/caretaker

Working Group members had previously been circulated with an agenda brief regarding the working hours and pay scales of the cleaner/caretakers. The Town Clerk talked members through the agenda brief and concluded by informed them that a copy of the agenda brief will be taken to Full Town Council on 29th March 2012.

RECOMMENDED: That the Working Group supports the recommendation put forward by the Town Clerk.

10) Any other business

The Town Clerk reported that there were now two vacancies on the First Aid course organised for next week, due to Councillor Hacker being unable to attend and the cleaner/caretaker of the Old School not wishing to, as she is due to finish the end of that week. Kingfisher Developments had been approached to see if they had any personnel needing to attend a first aid course and they agreed they did and would be prepared to give a donation towards the training. Obviously Ellis Whittam would need to be consulted with regards this. Councillor Geary informed members that he would not be available to attend.

RECOMMENDED: That an email be sent to all Councillors asking if any would like to attend. If no one comes forward then Kingfisher be approached again.

The Town Clerk informed Working Group members that One Voice Wales were holding a course on Council Meetings in the evening of 4th April 2012, she believes it would benefit herself and the Deputy Town Clerk to attend.

RECOMMENDED: That the Town Clerk and Deputy Town Clerk be given permission to attend the One Voice Wales course on 4th April 2012.

Councillor Hacker queried how residents 'book' the Town Crier, if they wished to use his services. The Town Clerk informed members that a letter should be sent to the Town Council requesting his services, and details of their event. The Town Council office will then liaise with Mr Wilson regarding his availability. Some comments had previously been made that all requests should be presented to Full Town Council for approval.

RECOMMENDED: That the Town Clerk be given permission to oversee the 'bookings' for the Town Crier.

11) Date and Time of Next Meeting

That no meeting be arranged now until after the Annual Meeting.

Councillor Geary thanked members for their contribution this past year, and informed them that he believed they had met all the objectives they had aimed for this year. They had actually covered more ground than they had originally set out too.

On behalf of the Working Group he wished to thank the Town Clerk for all her help the last year and the standard of co-operation received.