

LLANTWIT MAJOR TOWN COUNCIL

**Report of Town Hall Working Group meeting
held on 15th February 2012,
Heritage Centre**

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

Mrs Ruth Quinn –Town Clerk

Apologies were tendered on behalf of;
Councillor R Austin

2) To receive report of meeting held on 18th January 2012 (ratified by Full Council 26th January 2012)

Working Group members had previously been circulated with a copy of the Report of the Working Group meeting held 18th January 2012. Noted.

3) Matters arising

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

4) IT Update

Working Group members had previously been circulated with a copy of an agenda brief updating members on the IT within the Town Council office. Members noted that all hardware, software and the network, were now installed and running successfully. The photocopier is now the networked printer and also the scanner, although at present, only the back office machine can use the scanning facility, but this is not causing a problem as once a document is scanned it is placed on the network and the other machines access it from there.

The Town Clerk added that all staff are happy with the machines and system, although the photocopier is struggling to print large documents. Councillor Geary added this may be due to the size of the memory, and we could ask Canon to put extra memory on. The Town Clerk to discuss this on the next visit by an engineer.

Councillor Geary informed Working Group members that he has informed the Town Clerk that he would like to be a signatory on the cheque, when the Vale of Glamorgan Council invoice us.

5) Staff Training update/permission to attend SLCC Regional Conference

Working Group members had previously been circulated with a copy of an agenda brief giving them an update on staff training, and details of the SLCC Regional Conference in Swansea on 18th July 2012. The Town Clerk informed Working Group members that the First Aid course has been booked for Wednesday 28th March 2012, in the Town Hall, this will mean that the Town Council offices will be shut on this day. Councillor Geary asked if all members of staff were available to attend. The Town Clerk replied that all had been contacted and the only one waiting to hear back from was the seasonal receptionist. Councillor Geary asked members if a space was available would one of them be interested in filling the final place. Councillor Hacker replied that he would be interested.

RECOMMENDED: That should a space be available on the First Aid Course Councillor Hacker attends. The Town Clerk to liaise with Councillor Hacker.

The Town Clerk informed Working Group members that she would be interested in attending the SLCC Regional Conference on 18th July 2012. She had attended this Conference last year and found it very informative. Councillor Geary agreed that the agenda for the Conference seemed to cover many items currently concerning the Council.

RECOMMENDED: That the Town Clerk be given permission to attend the SLCC Regional Conference on 18th July 2012, at a cost of £65 + vat.

6) Utility Usage/gas leak

Working Group members had previously been circulated with the utility usage for 12th January 2012 to 9th February 2012. The Town Clerk reported to Working Group members that there were figures included on both the gas and electric for 25th January 2012, this was to enable her to monitor the electric usage in the Old School, as some hirers have been using electric heaters, as well as the central heating, and to ensure the gas leak had been contained within the Town Hall. The figures showed that the electric did not increase when the electric heaters were being used.

The Town Clerk informed members that instead of providing the last quarter's readings, she had gone back the last 12 months to show the gas readings this time last year. As the readings show, where concerns were raised over the increase in the gas reading, there was actually a decrease from this time last year.

Councillor Geary informed Working Group members that he believes there to be a problem with one of the oil tanks at the Old School, he asked the Town Clerk to clarify. The Town Clerk informed members that whilst the tanks were being filled last week, the driver had spotted a crack in the top of one of the oil tanks. Unfortunately this tank is only single banded so if it were to leak it could run into the water source. Costing for a new tank had been obtained and will be on the agenda of the Full Town Council next week. Councillor Mrs Matthews asked if a member of staff was present when the tanks were being filled. The Town Clerk assured her that a member of staff was always present.

The Town Clerk added that whilst she was taking the delivery of oil last week, the driver had queried why we have the super-premium oil, which is the highest grade oil. "Was this because our boilers needed this oil? As there were different types of oil which were much cheaper". The Town Clerk had contacted our contractor who maintains the boilers, and he informed her that any oil is suitable. At present we are using Grade 5 oil, where we could use Grade 1, without any repercussions to our boilers. In fact the oil we currently use costs approximately £1.47, and the Grade 1 costs approximately 51p, a litre. These two can be mixed in the tank and not cause any problems. The next delivery of oil will be Grade 1. It is unclear why the more expensive oil is ordered, but the same order form has been used for a number of years, with no one realising there were different Grades of oil.

RECOMMENDED: That the Working Group agree with the Town Clerk and the next delivery of oil be Grade 1 and an alternative supplier be looked at.

7) No Smoking Policy

Working Group members had previously been circulated with a copy of a Smoking Policy, as drawn up by Ellis Whittam. Councillor Williams raised his concerns over the wording 'Smoking is prohibited throughout the entire workplace with no exceptions'. This could include the Cemetery and many open spaces as these are classed as workplaces. Working Group

members agreed with the observations made by Councillor Williams and it was recommended that the Town Clerk uses her discretion with regards how this is implemented, and explains to all employees that should members of the public be in the vicinity then they do not smoke.

RECOMMENDED: That the Smoking Policy be brought before Full Town Council for adopting.

Further

RECOMMENDED: That the Town Clerk uses her discretion with regards the wording relating to 'entire workplace'.

8) Email disclaimer

Working Group members had previously been circulated with a copy of a proposed email disclaimer for the Town Council. Councillor Geary informed Working Group members that he had asked the Town Clerk to look into the wording of a disclaimer and bring it to the Working Group for discussion.

RECOMMENDED: That a copy of the Email disclaimer be brought before Full Town Council for adopting.

9) Staff Appraisal Policy

Working Group members had previously been circulated with a copy of a proposed Staff Appraisal Policy. Councillor Williams informed Working Group members he had drawn up this Policy as he felt the Town Council, although knowing how and why Staff Appraisal take place, should have a written policy in place. Councillor Williams was thanked for putting this policy together.

RECOMMENDED: That the Staff Appraisal Policy be brought before Full Town Council for adopting.

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.

The Town Clerk left the Heritage Centre.

10) Town Clerk Appraisal update

Councillor Geary and Councillor Williams gave Working Group members an update with regards the Town Clerk Appraisal. Noted.

The Town Clerk entered the Heritage Centre.

11) 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. She recently had a meeting with the Deputy Town Clerk regarding concerns in relation to the job. Another meeting is scheduled for the end of February and she will report back to the next Working Group meeting. Noted.

12) Any other business

There was no other business

12) Date and Time of Next Meeting

It was agreed that the Meeting of the Town Hall Working Group would be set for Wednesday 21st March 2012 at 2.15pm in the Heritage Centre.