

LLANTWIT MAJOR TOWN COUNCIL

**Report of Town Hall Working Group meeting
held on 18th January 2012,
Heritage Centre**

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

Mrs Ruth Quinn –Town Clerk

2) To receive report of meeting held on 16th November 2011 (ratified by Full Council 24th November 2011)

Working Group members had previously been circulated with a copy of the Report of the Working Group meeting held 16th November 2011. Noted.

3) Matters arising

The Town Clerk reported that all staff had now been issued with new contracts and they have all been signed and returned. Noted.

4) IT Update

Working Group members had previously been circulated with a copy of an agenda brief updating members with the progress on the new IT equipment within the Town Council office. The Town Clerk added that the two machines in the front office have now been installed with Office 2010, so the only item outstanding is the software for the scanner. Andrew from the Vale of Glamorgan Council had come out to look into this last Friday, but a problem was discovered with the emails and he fixed this, which took up his time, so the scanner software had to be left. He has agreed to come out over the next couple of weeks to look at this again. Councillor Geary expressed his concerns over the length of time it has taken, and whether the call out for any problems will take as long. The Town Clerk informed Working Group members she has been assured they will be out within 24 hours of a problem being reported.

5) Staff Training update and first aid course

Working Group members had previously been circulated with a copy of an agenda brief updating members on the progress of all staff and training courses. Attached was also an email received from Ellis Whittam outlining details of the requirement for first aid training, details of first aid course and the cost involved. Working Group members discussed whether all staff needed to attend a first aid course.

RECOMMENDED: That the office staff, cleaner/caretakers, gardener/handyman and seasonal receptionist attend a first aid course held by Ellis Whittam in one of the Town Council owned facilities, at a cost of £600 + vat. That office cover tries to be arranged, but if not possible the Town Council office closes for the day.

6) Complaints Procedure Policy

Working Group members had previously been circulated with a copy of a Complaints Procedure Policy. The Town Clerk confirmed that this Policy would be placed before Full Town Council 26th January 2012, for adopting. Noted.

7) Ellis Whittam health and safety update

Councillor Geary gave Working Group members a brief verbal update regarding the health and safety visit by Ellis Whittam and the subsequent written report received. Councillor Geary informed members that Mr Simon Ziegler, health and safety consultant, had visited the Town Council at the end of October last year. He had met him along with the Town Clerk, in the Town Council office and talked through the previous report and any concerns raised. Afterwards the Town Clerk had walked around all the Town Council owned premises so that an updated report could be compiled. Overall the report was fine one thing that was picked up that need completing was a Work Station assessment. Councillor Geary added that he will be completing this assessment in the coming weeks, but he believes there may be a need for new chairs. The Town Clerk concluded that the two main concerns were marking on the steps within the Old School, and an asbestos register being compiled. Coloured tape has been laid on the steps causing the concern, and the asbestos register will be started soon.

8) Utility Usage

Working Group members had previously been circulated with the utility usage for the period 9th November 2011 to 12th January 2012. The Town Clerk reported that the gas usage for the Town Hall was causing concern, prior to this meeting when checking on the meter readings, it was noted that the meter was racing and there was a hissing noise. British Gas are on their way out. Hopefully this is what has been causing the high usage. This will be monitored over the next week, and then she will try to claim a rebate. Councillor Mrs Matthews queried the high usage of electric in the Bowls Pavilions. The Town Clerk reported this was due to storage heaters being used, and the Bowls Club pay for the electric usage. The Old School electric has slightly increased. It is believed this is because they are using electric heaters, as the heating has been turned down. The cleaner/caretaker will be asked to remove the electric heaters for this to be monitored. Noted.

10) Any Other Business

The Town Clerk reported that she has meet with Councillor Mrs Bagstaff, Chair of Buildings and Receptions, regarding concerns over the insurance policy. It is hoped a representative from the insurance company will visit the Town Council and go through the policy in more detail.

Councillor Williams queried with Councillor Geary why the appraisal for the Town Clerk was not on the agenda, as previously agreed. Councillor Geary informed members it will be recorded that it be on the next agenda.

Councillor Williams asked the Town Clerk if an induction had taken place with the Deputy Town Clerk. The Town Clerk informed members that yes an induction had taken place. Some concerns were discussed and a time record sheet handed out. Working Group members queried if the Town Council had a no smoking policy. The Town Clerk confirmed that at present it does not.

RECOMMENDED: That the Town Clerk looks into a No Smoking Policy for the Town Council.

11) Date and Time of Next Meeting

It was agreed that the Meeting of the Town Hall Working Group would be set for Wednesday 15th February 2012 at 2.15pm in the Heritage Centre.