

LLANTWIT MAJOR TOWN COUNCIL

**Report of Town Hall Working Group meeting
held on 14th June 2011,
Heritage Centre**

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

Mrs Ruth Quinn –Town Clerk

Apologies were tendered on behalf of;

Councillor R Austin
Councillor Mrs A Matthews
Councillor E Hacker

2) To receive report of meeting held on 5th April 2011 (ratified by Full Council 28th April 2011)

Working Group members had previously been circulated with a copy of the Report of the Working Group meeting held 5th April 2011. Noted.

3) Matters arising

Councillor Mrs Lane asked how the new procedure regarding Access to the Office was going. The Town Clerk replied that it is working.

4) Group Finance

Councillor Geary reported to Working Group members that at a previous meeting of the Working Group he had queried, that if the IT money budgeted was not spent during that year would it be rolled over to the following year. Councillor Williams had informed Working Group members he believed this to be the case, but the Chair of Finance needed to be consulted. Councillor Gant has been consulted regarding this and it is the case that the monies are rolled over. So at present the IT budget is £3,400, as £600 has been spent on the Website, as agreed by Full Town Council.

RECOMMENDED: That the monies be held in reserve until more information and figures have been received from the Vale of Glamorgan Council.

5) Lone Worker

Working Group members had previously been circulated with an Agenda Brief regarding Lone Working and the concerns raised by a number of staff. The Town Clerk had looked into two options available to the Town Council, for Lone Worker Courses.

RECOMMENDED: That the Town Council proceed with the Lone Worker Course available through Ellis Whittam and use their credits available to pay for the course.

Further

RECOMMENDED: That the Town Clerk completes the course first and then look into the suitability for members of staff and in what order the staff complete the course.

6) Uniform

Working Group members had previously been circulated with an Agenda Brief regarding the proposed introduction of a smarter staff uniform. The Town Clerk provided Working Group members with photographs of two uniforms and colour available. Working Group members discussed the cost implications and the cost for the design and embroidering of the Town Council logo onto new shirts.

RECOMMENDED: That in the first instance 2 new shirts or blouses be ordered for each office members of staff at a maximum cost of £17 per item. That the same colour be kept so that members of staff are still recognisable. That the Town Clerk monitors the wear and tear of the shirts, so that in the future more could possibly be ordered.

Further

RECOMMENDED: That the Town Council look to budget next year for staff uniforms.

7) Staff Task Schedule

Working Group members had previously been circulated with a copy of the job description for the Town Hall cleaner/caretaker and the proposed new working schedule for the Town Hall. Working Group members discussed the job description and it was agreed that the schedule fell within the job description.

RECOMMENDED: That the Town Clerk meets with the relevant member of staff to discuss the Working Schedule and then produces Schedules for other staff members.

8) Utility Usage

Working Group members discussed the Utility Usage over the past 39 days and raised concerns that in some cases the daily average had double, from those figures last presented to the Working Group. The Town Clerk expressed her concern but could not think of any reason why this had happened, especially considering the time of year.

RECOMMENDED: That the Utility Usage brought before the Working Group at the next meeting be looked at more closely, to see if it has increased at all.

9) Any Other Business

There was no other business.

Date and Time of Next Meeting

It was agreed that the Meeting of the Town Hall Working Group would be set for Tuesday 6th September 2011 at 2.15pm in the Heritage Centre.