

LLANTWIT MAJOR TOWN COUNCIL

**Report of Town Hall Working Group meeting
held on 5th April 2011,
Heritage Centre**

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

Mrs Ruth Quinn – Acting Town Clerk

Apologies were tendered on behalf of;

Councillor G Fletcher

2) To receive report of meeting held on 15th March 2011 (ratified by Full Council 31st March 2011)

Working Group members had previously been circulated with a copy of the Report of the Working Group meeting held 15th March 2011. Noted.

3) Matters arising

The Acting Town Clerk raised her concerns regarding the employment documents previously discussed by the Working Group. Councillor Mrs Matthews had previously given the Acting Town Clerk her copies of these documents which were copied for Councillor Williams, as agreed at the Working Group meeting 15th March 2011. The Acting Town Clerk informed Working Group members that she had been back over previous Minutes and Report of the Council from March 2008, and she can find no record of these documents being adopted by the Full Town Council. She has also spoken to all staff members and some of them can remember being issued with these documents, but no one has returned the signed slip to say they had received them. Councillor Geary assured the Acting Town Clerk that he had been given permission by the Full Town Council to update these documents and re issue them to staff members.

4) Access to Town Council office

Working Group members had previously been circulated with a copy of an agenda brief, compiled by the Acting Town Clerk, regarding Access to the Town Council office. Councillor Geary informed Working Group members that this item had been discussed previously by the Full Town Council. Councillor Mrs Matthews agreed that she had previously brought this item to the Full Town Council for discussion and it had been resolved that a procedure be put in place, unfortunately this had never been done.

RECOMMENDED: That the Working Group accepts the proposed procedure regarding Access to the Town Council office, and a copy be placed before Full Town Council on 28th April 2011, under Procedural Matters, for adopting.

5) One Voice Wales Courses - Information

Working Group members had previously been circulated with a copy of a letter and supporting documents from One Voice Wales, regarding their National Training Programme for Community and Town Councils in Wales. Councillor Geary informed Working Group members that he felt the courses were reasonably priced and would be beneficial to not only members of staff but also Councillors. Councillor Mrs Lane agreed and believed Module Two, "The Councillor", would be interesting. The Acting Town Clerk informed Working Group members that she would find Module Seven "Understanding the Planning Process" beneficial.

RECOMMENDED: That all the information regarding One Voice Wales, National Training Programme, be brought before Full Town Council 28th April 2011.

6) Utility Usage

Working Group members had previously been circulated with copies of the electric usage for all premises, the gas usage for the Town Hall and the oil purchases for the Old School and Llantonian Hall. Noted.

7) Any Other Business

The Acting Town Clerk informed Working Group members that she was concerned to notice that the signs at the rear of the Town Hall, warning hirers of low asbestos being present in the partitioned walls seem to have been removed. She is currently looking through the filing system for the copy of the asbestos report on the Town Hall, but had hoped that perhaps a copy was brought before the Working Group and a member may have a copy. Councillor Geary informed the Acting Town Clerk that he recently saw one in the Town Council office and he believes it may be under the counter. The Acting Town Clerk will look into this.

Councillor Williams entered the Heritage Centre and apologised for his lateness.

Councillor Austin showed Working Group members a Health and Safety folder. He informed Working Group members that the folder was out of date, but he would like to see something similar in the Town Council offices which could be readily available. Councillor Geary assured Working Group members that we do have these folders in the Town Council office as they were provided by EllisWhittam.

RECOMMENDED: The Acting Town Clerk look for these folders/documents and report back to the next Working Group meeting.

Councillor Geary informed Working Group members that any risk assessments compiled for jobs/work to Town Council owned premises, should be compiled by the contractor and then a copy sent to Elliswhittam for approval in the first instance.

Part II

The Public and Press may be excluded from the meeting during consideration of the following items in accordance with section 100A 94 of the Local Government Act 1972.

The Acting Town Clerk vacated the Heritage Centre.

8) Update on Town Clerk

Councillor Austin and Councillor Williams gave Working Group members a brief verbal update with regards the Town Clerk. Noted.

The Acting Town Clerk entered the Heritage Centre.

9) Casual Car Allowance – Acting Town Clerk

Councillor Geary informed Working Group members that he had asked for this item to be brought before them for discussion. At present the only members of staff able to claim Casual Car Allowance were the Town Mayor and the Town Clerk, he felt that the Acting Town Clerk should also be able to claim this Allowance when she is travelling on Council business. Councillor Austin informed Working Group members that he felt this did not need clarification but if it does, he fully supports the Acting Town Clerk being allowed to claim Casual Car Allowance. Councillor Geary confirmed that this would be subject to the Acting Town Clerk holding the relevant insurance cover. The Acting Town Clerk assured the Working Group she does have Class I, Business Use, on her car insurance and handed around a copy for members to see.

RECOMMENDED: That the Acting Town Clerk be entitled to claim Casual Car Allowance at 43p a mile, as this had recently been increased, subject to the correct claim forms being completed.

Councillor Williams stated that he felt other staff should also be entitled to claim this Allowance, as if the Acting Town Clerk was ever on leave and the need arose for the use of a vehicle, they would be out of pocket. The Acting Town Clerk added that on previous occasion when the Town Clerk had been on leave and agendas needed to be delivered she often used to do this but not be able to claim for it.

RECOMMENDED: That the Acting Town Clerk be given permission to delegate a member of staff to claim the Allowance, if the need arises, subject to checking their insurance cover.

10) Verbal Report on Staff Meeting

The Acting Town Clerk gave a brief verbal report with regards the Staff Meeting recently held. The meeting was well attended by all staff except two who were on leave. A number of staff raised their concerns with regards being lone workers, and two members of staff had still not been issued with contracts. The Acting Town Clerk informed Working Group members that she is looking into lone worker courses.

RECOMMENDED: That Councillor Geary and the Acting Town Clerk look into the two contracts and brings copies to the Full Town Council meeting 28th April 2011.

Date and Time of Next Meeting

It was agreed that the Meeting of the Town Hall Working Group would be set for Tuesday 10th May 2011 at 2.15pm in the Heritage Centre.