

**LLANTWIT MAJOR TOWN COUNCIL**

**Report of Town Hall Working Group meeting  
held on 15<sup>th</sup> March 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 15<sup>th</sup> February 2011 (ratified by Full Council 24<sup>th</sup> February 2011)**

Working Group members had previously been circulated with a copy of the Report of the Working Group meeting held 15<sup>th</sup> February 2011. Councillor Williams drew member's attention to 4 typing errors, 2 on page one and 2 on page three. The Acting Town Clerk informed Working Group members that she would alter these at the end of the meeting. Noted.

**3) Matters arising**

**i) Update EllisWhittam**

Working Group members had previously been circulated with a copy of an agenda brief with regards the Acting Town Clerk having access to the EllisWhittam website. She now has a username and password and is able to access the client area. It was also mentioned in the agenda brief that Councillor Mrs Matthews had given the Acting Town Clerk her copies of all documentation discussed at the last Working Group meeting. The Acting Town Clerk reported that she could not find these on the EllisWhittam website. Councillor Williams queried that he had not seen any copies of these documents either. The Acting Town Clerk also informed Working Group members she could not find any evidence that the staff had received these documents, as the slips they were not in any files. At the next staff meeting this will be discussed and the Acting Town Clerk will report back to the Working Group.

**RECOMMENDED:** That the Acting Town Clerk copies all the documents for Councillor Williams.

**Further**

**RECOMMENDED:** That the Acting Town Clerk looks into having these documents downloaded onto the EllisWhittam website.

**ii) Copy of Report on Office Staff Meeting re Filing**

Working Group members had previously been circulated with a copy of a report on an office staff meeting in relation to the Filing system within the Town Council office. It was agreed that a copy of this report be attached to the Working Group report when it is taken to Full Town Council.

**RECOMMENDED:** That the Working Group accepts all the recommendations put forward in the Report.

The Acting Town Clerk informed Working Group members that work had commenced in clearing the cellar within the Town Hall. Councillor Geary asked the Acting Town Clerk that she ensures any document taken by the History Society are catalogued and recorded. The Acting Town Clerk assured Working Group members before the History Society even look at the documents she will be doing a report for Full Town Council.

It was noted the concerns raised in the report with regards the Minute Books being kept in a wooden cupboard. Working Group members discussed the possibility of them being stored in the fire proof cupboard. The Acting Town Clerk informed Working Group members that there would not be enough room in this cupboard.

**RECOMMENDED:** That those Working Group members who sit on the 5 Year Plan Committee, make note of the need for another fire proof cupboard, so that this can be budgeted accordingly.

**iii) Verbal Update on I.T. within the office**

The Acting Town Clerk gave a brief verbal report with regards the computers and associated components within the Town Council office. She reported that following the last Working Group meeting, she had sought prices for a fax/scanner/printer. Unfortunately, she is unable to purchase off the internet, as the Town Council do not have any cards, nor go to any shops to purchase as 3 signatories are required on cheques. She contacted the Vale of Glamorgan Council for prices and after speaking to Andrew Brain, who maintains the front office machines, he came to the Town Council office and had a brief meeting with the Acting Town Clerk where wish list was put together regarding the I.T. within the offices. He has taken all this information away and is compiling a report and costs. It was hoped that the report would be available for this meeting, but unfortunately it had not arrived, hopefully it will be available at the beginning of week commencing 21<sup>st</sup> March 2011.

Councillor Geary agreed that many of the recommendations put forward by the Acting Town Clerk would improve the I.T. within the Town Council office, and as the Working Group have a budget of £1,800 to spend on I.T. equipment this year, hopefully the report would be quickly produced for consideration.

**RECOMMENDED:** That once the Acting Town Clerk has received the report and costings, from the Vale of Glamorgan Council, a Working Group meeting be called. Any recommendation from this meeting can then be taken to Full Town Council.

**iv) Report by Mr Tony Bennett, Temporary Administration Assistant**

Working Group members further discussed Mr Tony Bennett's report, as per the previous Working Group meeting. Councillor Geary informed Working Group members that following discussion with the Acting Town Clerk, it was felt that most of the concerns raised are being dealt with. Noted.

**4) Insurance**

Working Group members had previously been circulated with a copy of an agenda brief, compiled by the Acting Town Clerk, regarding the Town Council's Insurance Policy. Councillor Geary informed Working Group members that he previously viewed the Policy and he believed that the cover was basic but adequate. The Acting Town Clerk informed Working Group members that she intended to bring the Policy and Schedule to the Full Town Council meeting 31<sup>st</sup> March 2011.

The Acting Town Clerk raised a number of concerns she had with regards insurance for Boverton Road. Councillor Mrs Matthews agreed to take these to the next meeting of Boverton Road Regeneration Sub Committee. Noted.

#### **5) Financial Risk Assessment**

Working Group members had previously been circulated with a copy of the proposed Financial Risk Assessment, which is to be taken to Full Town Council on 31<sup>st</sup> March 2011. Councillor Geary informed Working Group members he was happy with the Risk Assessment and asked Working Group members to note the Financial Risk Assessment. Noted.

Councillor Geary queried with the Acting Town Clerk why the Llantonian Hall is not covered under the fire alarm section in the Risk Assessment. The Acting Town Clerk replied that Llantonian Hall does not have a fire alarm. She believes this is because the Hall is mainly only one big room and not a series of small rooms. She will contact the Fire Officer and check. Councillor Geary queried if all the necessary logs were in place, emergency lighting, fire extinguisher, fire alarm etc. The Acting Town Clerk assured Working Group members that they were and she also tests the fire alarms weekly and a log of that is kept.

#### **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. Councillor Geary thanked the Acting Town Clerk for the new lay out, it made the figures easier to understand. Councillor Geary asked that the unit price for the oil also be included on the figures. Noted.

#### **7) Telephone System**

Working Group members had previously been circulated with a copy of an agenda brief regarding the telephone system within the Town Council office. Unfortunately, the Town Council is tied into the current contract until 2015. Noted.

#### **8) Any Other Business**

The Acting Town Clerk informed Working Group members that she had recently enrolled to do the Cilca qualification. She had paid the fees herself as she wanted to carry on studying, without a break, after completing her Working With Your Council course. Would the Town Council be willing to reimburse her the course fees of £150.

**RECOMMENDED:** That the Town Council reimburse the Acting Town Clerk £150 for the course fees relating to the Cilca qualification.

#### **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.

#### **9) Update Appointment of Town Clerk**

Councillor Austin and Councillor Williams gave Working Group members a brief verbal update with regards the Appointment of a Town Clerk. Working Group members discussed and agreed to the recommendations put forward by Councillor Austin and Councillor Williams.

**RECOMMENDED:** That Councillor Austin and Councillor Williams do a written report on the above and present it to Full Town Council under PART II on 31<sup>st</sup> March 2011.

**Date and Time of Next Meeting**

It was agreed that the Meeting of the Town Hall Working Group would be set for Tuesday 12<sup>th</sup> April 2011 at 2.15pm in the Heritage Centre.