

**LLANTWIT MAJOR TOWN COUNCIL**

**Report of Town Hall Working Group meeting  
held on 15<sup>th</sup> February 2011,  
Heritage Centre**

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

Mrs Ruth Quinn – Acting Town Clerk

Apologies were tendered on behalf of;

Councillor R Austin  
Councillor G Fletcher

**2) To receive report of meeting held on 11<sup>th</sup> January 2011 (ratified by Full Council 27<sup>th</sup> January 2011)**

Working Group members were informed that the date had been recorded incorrectly on the Agenda. The previous Town Hall Working Group meeting had taken place on the 11<sup>th</sup> January 2011 and not the 5<sup>th</sup> January 2011, as stated, this would be corrected on the report. Noted.

**3) Matters arising**

**i) Revised Terms of Reference**

Working Group members had previously been circulated with a copy of the suggested new draft Terms of Reference for the Town Hall Working Group produced by the Chair. Councillor Geary informed Working Group members that the Acting Town Clerk had raised concerns regarding 3 c) as she felt it may undermined the Town Clerk role, although he was happy with the wording as the Town Clerk would be involved in the Working Group. Councillor Williams agreed with the Acting Town Clerk's concern as he felt staff should go through their line manager if they had any concerns. Councillor Geary confirmed that members of staff after consultation with their line manager had two options, being either the grievance procedure or approaching the Working Group.

**RECOMMENDED:** That the suggested new draft Terms of Reference be taken to Full Town Council for approval subject to 3 c) being amended to read 'To provide a forum, for the Town Clerk, to air problems as required and make any suggestions he/she considers necessary'.

**RECOMMENDED:** That a paragraph be inserted at the beginning of the Town Councils Grievance Procedure to read 'That after approaching the Town Clerk (line manager) with Grievance, if you feel your Grievance has not been dealt with correctly or to an outcome to which you are happy, then there are two options. i) Proceed with this Grievance Procedure, ii) approach the Town Hall Working Group to look further at your Grievance'.

The Acting Town Clerk informed Working Group members that she could not find any copies of the Town Council Grievance Procedure nor Disciplinary Procedure. Councillor Geary assured the Acting Town Clerk that these had both been revised by the Working Group recently and copies sent to EllisWhittam. These would be available for download from their client log in

or if they could not be retrieved from there Councillor Geary and Councillor Mrs Matthews have copies and would bring them to the office.

**RECOMMENDED:** That the Acting Town Clerk contact EllisWhittam and seek advice on how she can obtain a password for the client log in on their website.

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

Mr Tony Bennett, Temporary Administration Assistant, gave a report to the Town Hall Working Group. Working Group members discussed the observations in this report. Working Group members agreed that they would take on board all observations made and discuss them in due course. The report to be brought back to future meetings of the Town Hall Working Group.

**RECOMMENDED:** That the Acting Town Clerk contacts the Vale of Glamorgan Council, as providers of the 2 computers, and seek advice about installing anti virus software to the computer in the back office.

**RECOMMENDED:** That the Acting Town Clerk contact the Vale of Glamorgan Council to seek a costing for upgrading the office fax machine to a fax/scanner/printer.

**4) Request to Attend Course – Cemetery Management ‘A Grave Matter’**

Working Group members had previously been circulated with details regarding the SLCC Cemetery Management ‘A Grave Matter’ course. Councillor Geary reminded Working Group members that the Acting Town Clerk had expressed her wish at the Full Town Council meeting 27<sup>th</sup> January 2011, about attending this Course. The Acting Town Clerk added that she believes she can receive a further £50 discount off the price of this course as she has completed her WWYC course.

**RECOMMENDED:** That the Acting Town Clerk be given permission to attend the Course in the sum of £95, with the possibility this reducing to £45.

**5) Utility Usage**

Working Group members had previously been circulated with copies of the electric usage for all premises and the gas usage for the Town Hall from end of October to 8<sup>th</sup> February 2011. The Acting Town Clerk apologised that the oil usage was not on this but she had ‘run out of time’ to source the figures. She assured Working Group members this would be on the agenda for the next meeting. Noted.

**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.**

**6) EllisWhittam – Town Clerk update**

In the absence of Councillor Austin, Town Mayor, Councillor Williams, Acting Town Mayor, gave a brief verbal update with regards the situation involving the absence of the Town Clerk due to illness. Noted.

**7) Clarification of Interview Panel/Appointment of Town Clerk**

Councillor Geary asked for clarification as to which Councillors were appointed to be on the Interview Panel regarding the appointment of the Town Clerk. Working Group members were informed that the Panel consisted of Councillor Austin, Councillor Williams, Councillor Geary, Councillor Downe and Councillor Mrs Matthews.

Councillor Geary queried how far along were we with issuing a job advertisement. Councillor Williams informed the Working Group that a couple of issues still needed clearing up but everything should be ready to bring to the next Working Group meeting.

#### **8) Any other business**

The Acting Town Clerk informed Working Group members that Mr Bennett, Temporary Administration Assistant will be off for the next 3 days on annual leave, as he has not taken any leave to date. The Acting Town Clerk informed Working Group members of a number of concerns she has with regards documentation within the Town Council office. The main one being that no hirers has an agreement. She is hoping to produce one and have it ready for implementation on 1<sup>st</sup> April 2011. The Acting Town Clerk also asked for clarification as to the rate payable on petrol allowance. Councillor Geary and Councillor Williams confirmed this was 40p a mile the maximum allowed under tax free arrangements. Councillor Geary informed Working Group members that the only people currently claiming petrol allowance were the Town Mayor and the Town Clerk. Councillor Geary also raised his concerns that staff do not use their cars for Council use unless they are insured to do so. The Acting Town Clerk informed Working Group members that she is aware of this and her insurance does not cover business use and therefore will not use it for this purpose. Mr Bennett does cover him for business use. The Acting Town Clerk concluded that the envelopes for the Full Town Council meeting on 24<sup>th</sup> February 2011, will have to be collected by Councillors. The Acting Town Clerk further added that she has held 4 staff meetings since returning to work and these have all been very constructive. She will hold more in future when Councillors will be invited to attend. She will report more on these as and when the need arises.

#### **Date and Time of Next Meeting**

It was agreed that the Meeting of the Town Hall Working Group would be set for Tuesday 15<sup>th</sup> March 2011 at 2.15pm in the Heritage Centre.