

**Report of Working Group held on 11th. January, 2011., in
Heritage Centre, Town Hall, Llantwit Major.**

Present. Councillor K. Geary – Chairman.

Councillors; R. Austin.

Mrs. A. Matthews.

Mrs. M. Lane.

E. Williams.

Mr. A. Bennett. (Admin Assistant.)

Apologies Councillor. G. Fletcher. Ill health.

Councillor Geary welcomed everybody to the meeting and informed Councillors that the meeting was to be conducted under the heading of Any Other Business. It was agreed that minutes would be taken of the meeting and should be presented to the Full Town Council in the normal course of events. Discussion then took place over the terms of reference that the Working Group operates under, it was agreed that the remit of the group might need to be changed, however this would not be done at this time, it would be discussed at a later date.

Councillor Williams was then asked to give the group an update on the Town Council Website. Councillor Williams informed Councillors that the training had now been completed. Whilst at the Vale of Glamorgan Council, a website structure had been agreed. The site can now start to be populated. The Vale of Glamorgan Council staff had also visited the Town Hall and updated the computers with software and access via the internet to the Vale of Glamorgan Council site which will host the website. The costs were to be £100 as a set up for the Security Tokens and £500 per annum for hosting the site. These costs had been agreed at the Full Town Council. Councillor Williams had previously hoped to have the site up and working by the end of January 2011., however, this was unlikely now and should be put back owing to the amount of work needed to input items onto the site. There was also the need for the Town Councillors to agree, as a group, what type of personal information should be available to the public who visit the site. Examples were, home and email addresses, home telephone numbers and whether Councillors would like there photographs on the site. This would need to be discussed at the Full Town Council and agreement reached. Councillor Williams and Mr. Bennett had also discussed the initial content to be placed on the site and it was agreed that contact information and general information about the Town of Llantwit Major should be some of the first items to be placed on the site. Brief discussion then took place regarding future ideas for the site and possibly a change of service provider to the Town Council Offices to improve equipment and download speeds. Mr. Bennett then gave Councillors an update regarding the current situation in the Town Council Office in the absence of the Town Clerk. As a result of the discussion Mr. Bennett was asked to provide the group with a separate report on the administrative management of the Town Hall office.

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Councillor Geary thanked Councillor Williams and Mr. Bennett for their update. At this point matters under Part II orders were to be discussed, and Mr. Bennett left the room.