

**LLANTWIT MAJOR TOWN COUNCIL**

**Report of Town Hall Working Group meeting  
held on 18<sup>th</sup> March 2015,  
Heritage Centre**

PRESENT:           Councillors;   Mr E Williams – Chairman  
  Mr J Evans  
  Mr M Mason  
  Mr D Foster  
  Mrs A Knight

Mrs Ruth Quinn – Town Clerk

**1) Apologies were tendered on behalf of;**

Councillor Mr R Jenkins

**2) To receive report of meeting held on 12<sup>th</sup> February 2015**

Working Group members had previously been circulated with a copy of the Report of the Working Group meeting held 12<sup>th</sup> February 2015. Noted.

**3) Matters Arising**

The Town Clerk informed Working Group members that the IT equipment had been ordered but not received yet.

**4) To discuss draft Tenancy Agreement for Old School**

Working Group members had previously been circulated with a copy of the proposed draft tenancy agreement for hirers of the Old School. The Town Clerk reminded members that she had been asked to draw up a draft agreement which could be taken to a meeting between the Town Council and the hirers.

**RECOMMENDED:** That Councillor J Evans, Councillor Mrs A Knight and Councillor D Foster be available to attend the meetings once organised.

**Further**

**RECOMMENDED:** That each hirer be met individually to discuss the Tenancy Agreement.

**5) To discuss agenda brief regarding Banking Arrangements – Internet Banking**

Working Group members had previously been circulated with an agenda brief outlining a draft Policy for Payment of Accounts. Councillor Foster stated that he felt the Town Council should consider looking into a prepaid credit card to allow ease of ordering specific purchases over the internet.

**RECOMMENDED:** That a copy of the proposed Policy for Payment of Accounts be placed before the Full Town Council on 26<sup>th</sup> March 2015, for adopting. That in the first instance this only be used for any 'one off payments', but it be reviewed at the Finance meeting in October.

**Further**

**RECOMMENDED:** That Councillor Mrs Knight, Councillor J Evans, Councillor D Foster and Councillor M Mason be 4 of the nominated Councillors for Authorise Use of the Internet Banking and an additional Councillor be nominated at the Full Town Council meeting.

**Further**

**RECOMMENDED:** That the Town Clerk obtains information in relation to prepaid credit cards and it be brought back to a meeting of the Working Group.

**6) To review and make recommendations regarding insurance quotations received**

Working Group members had previously been circulated with copies of two insurance quotations, itineraries for all Council owned properties, the fixed asset register and financial risk assessment.

**RECOMMENDED:** That the Town Council accept the quotation received from Zurich Insurance in the sum of £4,149.67 for a fixed term 1<sup>st</sup> April 2015 to 31<sup>st</sup> March 2018. That following inspection of all documentation the insurance provides adequate cover.

**7) To note receipt of General Risk Assessment report from Ellis Whittam Ltd**

Working Group members had previously been circulated with a copy of the General Risk Assessment report from Ellis Whittam following their recent site visit. Councillor Mrs Knight expressed her concern regarding the fencing to the rear of the Old School. The Town Clerk replied she was aware of this prior to the visit and the Town Council have budgeted accordingly and the works will take place over the summer months. Councillor Williams queried if we had a policy or procedure in place for the stress risk assessments. The Town Clerk stated that Ellis Whittam had forwarded all the documentation to her and she will be holding a staff meeting towards the end of April to discuss with all staff. The Town Clerk added that the Administrative Assistant was dealing with compiling the COSHH Assessment as he ordered all these materials. Noted.

**8) To discuss Draft Training Strategy 2015-2019 and survey**

Working Group members had previously been circulated with a copy of an email received regarding a draft Training Strategy which is a joint production of the National Training Advisory Training Group, which comprises representatives from One Voice Wales, Society of Local Council Clerks, Welsh Government Association and Welsh Government.

**RECOMMENDED:** That the Town Clerk completes the survey.

**9) Date of next meeting**

To be confirmed