LLANTWIT MAJOR TOWN COUNCIL

Report of Town Hall Working Group meeting held on 5th May 2015, Heritage Centre

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

Mrs Ruth Quinn – Town Clerk

1) Apologies were tendered on behalf of;
Councillor Mr M Mason

2) To receive report of meeting held on 18th March 2015
Working Group members had previously been circulated with a copy of the Report of the Working Group meeting held 12th February 2015. Noted.

3) Matters Arising
The Town Clerk informed Working Group members that the paperwork for Internet Banking had been completed, once submitted this would require at least 3 of the authorised users to log in once a week to authorise payment of staff wages. Councillor Williams queried if the staff could not be asked to consider monthly payments again. This will be discussed at another meeting of the Working Group.

4) To discuss draft Tenancy Agreement for Old School
Working Group members had previously been circulated with a copy of the proposed draft paperwork as forwarded by the Vale of Glamorgan Council legal department. The Town Clerk explained that following approval of the draft Tenancy Agreement this had been submitted to the legal department. They had come back with the procedure which is to be followed, letter, notice etc.

RECOMMENDED: That the procedure be followed as detailed by the Vale of Glamorgan Council legal department, with the exception of the fees being amended to £50.

The Town Clerk confirmed that 3 appointments had been set to meet hirers on the Monday 11th May and Tuesday 12th May. Councillor Foster and Councillor Evans confirmed they were available on Monday and Councillor Mrs Knight confirmed she was available on Tuesday.

5) Date of next meeting
Tuesday 2nd June 2015 at 1.30pm in the Heritage Centre