

LLANTWIT MAJOR TOWN COUNCIL

Report of Town Hall Working Group meeting held on 2nd June 2015 Heritage Centre

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

Mrs Ruth Quinn – Town Clerk

1) Apologies were tendered on behalf of;

Councillor Mr M Mason
Councillor Mrs A Knight

2) To receive report of meeting held on 5th May 2015

Working Group members had previously been circulated with a copy of the Report of the Working Group meeting held 5th May 2015. Noted.

3) Matters Arising

There were no matters arising.

4) To review Terms of Reference

Working Group members had previously been circulated with a copy of the Terms of Reference for the Working Group. The Town Clerk informed members that these needed reviewing due to last year's members wishing to stay on the Group, but the new Town Mayor needing to be added.

RECOMMENDED: That the Terms of Reference be amended to Composition - 7 Councillors including the Chairperson and Town Mayor.

5) Verbal update on draft Tenancy Agreement for Old School

The Town Clerk gave a verbal update on the situation regarding hirers signing the tenancy agreement for the Old School. All hirers had been met and handed a draft tenancy agreement, Compass Community Care have returned their signed. The History Society are happy provided the use is amended to 'Archive Room and member's research room' and they would like to negotiate the charge. Welsh Scout Council will be in touch next week as the gentleman who needs to look through it is currently off. Cylch Meithrin is hoping to reply this week. Gillybeans reply is attached for comments.

RECOMMENDED: That a letter be sent to Gillybeans replying to the points raised in her letter and inviting her to meet with Councillor Foster, Councillor Evans and the Town Clerk to talk through the points.

6) To discuss details regarding prepaid credit card

Working Group members had previously been circulated with details of a prepaid credit card available via Unity Trust Bank. The Town Clerk reminded members that they had asked her to look into a suitable card for use by the Town Council to purchase items where card payment is the only option.

RECOMMENDED: That the Town Clerk applies for a prepaid credit card from Unity Trust Bank and pay the £6 card issue fee. That the Town Clerk be authorised to place £500 on the card as she has approval to spend up to £500 (inc vat) for emergencies and day to day running of the Town Council.

Further

RECOMMENDED: That a monthly statement of expenditure is brought before the Full Town Council meetings.

7) To discuss possible outsourcing of payroll and change in staff wage payments

Working Group members discussed the possibility of outsourcing the payroll for all staff. The Town Clerk informed members that she was finding the time taken on the payroll was increasing due to changing regulations. Members also discussed that due to staff still being on weekly pay this increased the paperwork.

RECOMMENDED: That all Town Council staff move to monthly pay with effect from 1st September 2015. The Town Clerk to arrange for the transition.

Further

RECOMMENDED: That BPU Accountant be appointed to provide the payroll for the Town Council at an annual cost of £330 + vat, with initial set up fee of £55 + vat, with effect from 1st September 2015.

PART II

The public and press were excluded from the meeting during consideration of the following items in accordance with section 100A(4) of the Local Government Act 1972.

8i) To note letters to be sent to members of staff regarding 'clock in and out'

Working Group members had previously been circulated with an agenda brief regarding a new procedure for staff clocking in and out. Noted.

8ii) To note amendment to hours for cleaner/caretaker of Old School/Town Hall

Working Group members had previously been circulated with an agenda brief regarding possible amendments to location working hours for the Old School/Town Hall. Noted.

5) Date of next meeting

No date set.