

LLANTWIT MAJOR TOWN COUNCIL

Report of Town Hall Working Group meeting held on 15th September 2015 Heritage Centre

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

Mrs Ruth Quinn – Town Clerk

1) Apologies were tendered on behalf of;

Councillor Mr J Evans
Councillor Mrs A Knight

2) To receive report of meeting held on 2nd June 2015

Working Group members had previously been circulated with a copy of the Report of the Working Group meeting held 2nd June 2015. Noted.

3) Matters Arising

The Town Clerk informed members that all forms for internet banking had been completed and are waiting to be sent to Unity Trust Bank. Submission has been delayed whilst the change in staff payments are finalised. Once the first monthly payment has been made, and hopefully no issues arise, the forms will be sent.

All staff have now been informed that wages will be moved to monthly, but due to the HMRC tax month for August being 5 weeks, the move did not take place on the 1st September as planned but on the 3rd September. Payment for September will be adjusted accordingly.

4) Update on draft Tenancy Agreement for Old School

Working Group members had previously been circulated with a copy of an agenda brief giving an update on the current situation for all hirers signing a tenancy agreement for the Old School. Included were copies of letters received and sent to the Cylch Meithrin regarding points raised. Councillor Foster and the Town Clerk gave a brief verbal update on any amendments made to the Agreement, these included removal of the point concerning use of the car park, the transiting area outside Room E for Gillybeans.

Councillor Foster informed members that an agreement had been reached that the Town Council would cover the cost of 50% for waste removal and the hirers would split the other 50% between them. The Town Council would continue to complete and return the waste transfer certificates. The Town Clerk stated that unfortunately a larger bin would not be feasible due to the location and placement on the narrow road for collection.

RECOMMENDED: That a letter be sent to Cylch Meithrin clarifying and detailing points raised by members in response to their most recent letter received 30th August 2015.

5) To discuss renewal of Agreement with Ellis Whittam

Working Group members had previously been circulated with a copy of an email dated 24th August 2015 and a Service Renewal Proposal received from Ellis Whittam for the provision of Employment Law/HR and Health and Safety advisors. The Town Clerk informed members that she uses both services regularly.

RECOMMENDED: That the Town Council renew the contract with Ellis Whittam for 3 years at a cost of £2,500 per annum with effect from 9th October 2015.

6) To discuss Town Clerk attending ACAS Appraisal Training Course

Working Group members had previously been circulated with details of a training course being hosted by Barry Town Council, provided by ACAS, on Staff Appraisal Training. The Town Clerk informed members that she had received confirmation that the cost would be £100.

RECOMMENDED: That the Town Clerk attends the training course on 4th November 2015 at a cost of £100.

7) To discuss introducing a winter emergency plan

Working Group members had previously been circulated with copies of Winter Emergency Plans drawn up by other Town and Parish Councils, including Penarth Town Council. Councillor Foster gave a verbal report with regards having a plan in place in case of inclement weather and being prepared.

RECOMMENDED: That the Town Clerk emails Ms D Spargo at the Vale of Glamorgan Council to see if they have a plan in place and what they would expect of the Town Council.

Further

RECOMMENDED: That the Town Clerk uses Penarth Town Councils plan as a template to complete one for staff in case of adverse weather, and bring it back to the next meeting of the Working Group.

8) To discuss renewal prices as supplied by British Gas

Working Group members had previously been circulated with a copy of the renewal offer from British Gas for the supply of gas to the Town Hall.

RECOMMENDED: That the Town Council proceed with the 12 month renewal offer and review the situation then.

5) Date of next meeting

No date set.