

## LLANTWIT MAJOR TOWN COUNCIL

### **Report of Town Hall Working Group meeting held on 9<sup>th</sup> November 2015, Town Clerks Office**

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

Mrs Ruth Quinn – Town Clerk

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

#### **2) To receive report of meeting held on 15<sup>th</sup> September 2015**

Working Group members had previously been circulated with a copy of the Report of the Working Group meeting held 15<sup>th</sup> September 2015. Noted.

#### **3) Matters Arising**

Councillor Williams queried if the subscription to Ellis Whittam had been renewed. The Town Clerk confirmed that the forms had been completed and sent off.

#### **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. Working Group members discussed their concern that this was still ongoing and that there seemed to be no way forward.

**RECOMMENDED:** That the Town Clerk writes again to those hirers who have not yet signed the Agreement, asking if they are now in a position to sign. That a breakdown of the additional expense for each individual hirer, should they sign the agreement, be brought back to the next meeting.

#### **5) To discuss introducing a winter emergency plan**

Working Group members had previously been circulated with a copy of a proposed Adverse Weather Policy for staff members.

**RECOMMENDED:** That this Policy be implemented and forwarded to all staff members.

Working Group members discussed the need to have a procedure in place should adverse weather effect Llantwit Major and its residents. Members had previously been circulated with an agenda brief detailing a discussion with a Vale of Glamorgan Council officer and information obtained from the website. It was agreed that the Town Hall should be a central point for Councillors and staff to

congregate, and liaise with all services and residents. It was noted that the Town Council would not be responsible for clearing paths but would be a central base to take telephone calls etc.

**Further**

**RECOMMENDED:** That the Town Clerk draws up a notice which will be displayed on notices boards and the Town Council website, stating that the Town Hall would be a contact point for residents following adverse weather, from here we will deal with phone calls and forward details to the relevant services. The Town Council will not be responsible for clearing of paths etc.

**6) Appraisals**

The Town Clerk reported to Working Group members that she had recently attending the ACAS training course at Barry Town Council and it had been extremely useful. A sample of our Staff Appraisal forms had been submitted and they were happy with the process we use.

**RECOMMENDED:** That a copy of a Staff Appraisal be forwarded to Working Group members.

**7) IT Upgrade**

Councillor Williams queried if the Town Clerk was happy that the computer systems in the office and it met the requirements of those using them. The Town Clerk replied that all equipment and software was updated in February this year and was fit for purpose. The only small issue was the new hard drives did not have CD/DVD readers, but she was looking to purchase an external one.

**RECOMMENDED:** That the Town Clerk be given permission to purchase an external CD/DVD reader.

**Further**

**RECOMMENDED:** The Town Clerk obtain estimates for Cemetery and Allotment software.

**8) Website**

Working Group members viewed the current Town Council website. Members commented on the amount of work that has gone into updating and compiling the website. The only slight concern was that the home page still showed news items from 2014, but once actually into the website it was all up to date.

**RECOMMENDED:** That the work put in by the Deputy Town Clerk be recognised in keeping the contents of the website up to date, but she be asked to either remove the currently news feed or it be updated.

**9) Date of next meeting**

No date set.