

LLANTWIT MAJOR TOWN COUNCIL

**Report of Town Hall Working Group meeting
held on 10th December 2015,
Town Hall**

PRESENT: Councillors; Mr E Williams – Chairman
 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 Mr Mason

2) To receive report of meeting held on 9th November 2015

Working Group members had previously been circulated with a copy of the Report of the Working Group meeting held 9th November 2015. Noted.

3) Matters Arising

The Town Clerk informed members that a new CD/DVD driver had been obtained via the Vale of Glamorgan Council at no cost.

4) Update on draft Tenancy Agreement for Old School

Working Group members had previously been circulated with an update on the situation regarding each individual hirer. Included was a breakdown of previous communications, proposed new offer letters and tenancy agreements.

Members discussed the proposed new offer letter and agreements where is was;

RECOMMENDED: That all hirers be issued with a draft of the new offer letter and tenancy agreement for consideration.

Working Group members discussed a further letter received from Gillybeans regarding the agreement and a couple of issues raised. The Town Clerk informed members that a number of the points raised had already been addressed; there were some outstanding points.

RECOMMENDED: That the Town Clerk replies to Gillybeans stating that the Town Council are prepared to waiver the £50 legal fee, but she covers the cost of the installation of a new electric point (subject to consultation regarding location and works being completed by a suitably qualified person).

Further

RECOMMENDED: That the Town Council are unable to reduce the £20 a week retainer fee, and she is more than welcome to apply for the annual Grant Aid application.

5) To discuss notice Adverse Weather

Working Group members had previously been circulated with a copy of a proposed Adverse Weather notice which could be displayed in all Town Council owned notice boards and the website. The Town Clerk reported that she had also found a Community Emergency Plan from a Parish Council in England, which was really informative.

RECOMMENDED: The notice be displayed and the Town Clerk review and bring back to a future meeting a proposed Emergency Plan for Llantwit Major.

6) To discuss advertisement and paperwork regarding Admin Assistant

Working Group members had previously been circulated with copies of a proposed advertisement, job description and person specification for the post of Administrative Assistant.

RECOMMENDED: These be used should the post of Administrative Assistant become vacant and at the Full Town Council meeting held on 17th December 2015 Councillors be appointed to the interview panel.

7) To discuss proposed courses for staff training

Working Group members had previously been circulated with details of two courses staff members were currently interested in attending.

RECOMMENDED: The Town Clerk and Deputy Town Clerk attend the Food Hygiene Level 2 course at a cost of £65 each.

Further

RECOMMENDED: The Deputy Town Clerk enrol on the CiCLA course at a cost of £250.

8) To discuss quotation received for Cemetery and Allotment database

Working Group members had previously been circulated with quotations received for the purchase of Cemetery and Allotment Management Software.

RECOMMENDED: That the Town Clerk liaise with Barry and Penarth Town Council to see if they currently have Cemetery software and if so what software they use. The Town Clerk also seek advice as to whether the Town Council are obliged to maintain the current Cemetery books or can software be solely used.

PART II

The Public and Press may be excluded from the meeting during consideration of the following item in accordance with section 100A(4) of the Local Government Act, 1972.

The Town Clerk vacated the room

9) To discuss Town Clerk salary

Working Group members had previously been circulated with a copy of the National Agreement on Salaries and Conditions of Service of Local Council Clerks in England and Wales 2004 and an agenda brief detailing a breakdown of information regarding pay scales.

RECOMMENDED: That the Town Clerk salary be increase to the next substantive range SCP 35-38.