

LLANTWIT MAJOR TOWN COUNCIL

Report of Town Hall Working Group meeting held on 7th March 2016, Town Hall

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

 Mrs Ruth Quinn – Town Clerk

1) Apologies were tendered on behalf of;

Councillor Mrs P Lancaster

2) To receive report of meeting held on 10th December 2015

Working Group members had previously been circulated with a copy of the Report of the Working Group meeting held 10th December 2015. Noted.

3) Matters Arising

The Town Clerk informed members that all the tenancy agreements had been sent out and hopefully acceptances should be received by 10th March 2016. The Deputy Town Clerk was due to enrol on her CiLCA after 1st April. All other items were still to be actioned.

4) To discuss advertisement and paperwork regarding gardener/handyperson vacancy

Working Group members had previously been circulated with a copy of proposed advertisement, job description and person specification for the vacant post of handyperson/gardener. The Town Clerk informed members that she had altered the position from gardener/handyperson to handyperson/gardener, due to the need for more works to the building maintenance etc and the fact that a lot of the ground maintenance works were now contracted out. Members discussed the working hours and it was agreed that the position be amended to 37hrs for 52 weeks and not split seasonal as previously. Members discuss the requirement to hold a chainsaw licence; it was felt that this was desirable but not essential.

RECOMMENDED: That the proposed advertisement, job description and person specification be accepted, with grade SCP 11.

Further

RECOMMENDED: That the advertisement and job description be emailed to all Councillors tonight for approval, subject to no objections the advert be placed in this week's Gem newspaper, with copies in all notice boards and on the Town Council website.

Further

RECOMMENDED: That the Allotment Committee look at writing to all allotment tenants informing them that the Town Council will no longer provide cutting of allotment paths, due to change in personnel and cost implications. The entrance will continue to be cut.

5) To discuss cover whilst appointing gardener/handyperson

The Town Clerk advised members that during the period of the current gardener/handyperson leaving and the appointment of a new one, the position would not be covered. This included the emptying of bins, litter collecting and grass cutting.

RECOMMENDED: The Town Clerk approaches local contractors to see if they are prepared to cover the above jobs until the position is filled. Subject to the cost not being greater than the Town Clerks spend allowance she proceeds with what she considers the best way forward.