

RECOMMENDED: The Town Council do not obtain software for the inputting of data regarding the Cemetery or Allotments.

Further

RECOMMENDED: The Town Clerk looks to obtain quotations for the scanning and digital storage of the Cemetery records.

7) To discuss introduction of a Town Emergency Plan

Working Group members had previously been circulated with a copy of the Uplyme Parish Council Emergency Plan. The Town Clerk informed members that she had circulated this Plan as discussed at the meeting held on 10th December 2015. Councillor Foster stated that although a very comprehensive Plan it was perhaps a 'bit too much' for what Llantwit Major needed. Members agreed that the Plan did contain a lot of information not required, but some of the information would be very useful to have on file.

RECOMMENDED: A copy of the Plan be taken to the next Town Study Steering Group meeting and any committees that the Town Clerk thinks suitable. That once all information and comments received the Town Clerk draws up an Emergency Plan for Llantwit Major.

8) To note receipt of Safety Action Plan from Ellis Whittam

Working Group members had previously been circulated with a copy of the Safety Action Plan, forwarded following the recent visit by the Health and Safety advisor from Ellis Whittam. The Town Clerk reported that she was very happy with the Plan and recommendations as out of the 3 actions 2 were ones she had asked to be put on, and considering 5 years ago there was over 15 actions it was a considerable improvement. Noted.