

**LLANTWIT MAJOR TOWN COUNCIL**

**Report of Town Hall Working Group meeting  
held on 1<sup>st</sup> February 2017,  
Council Chamber**

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

Mrs Ruth Quinn – Town Clerk

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

No apologies as all present.

**2) To receive report of meeting held on 20<sup>th</sup> October 2017**

Working Group members had previously been circulated with a copy of the Report for the Working Group meeting held 20<sup>th</sup> October 2017. Noted.

**3) Matters Arising**

Councillor Mrs Hanks queried if any organisation replied regarding the proposed Food Hygiene course. The Town Clerk confirmed that no replies had been received. Councillor Williams asked if all matters relating to the Cylch Meithrin had been dealt with. The Town Clerk replied that yes everything had been addressed and moved forward. Councillor Evans queried if the new photocopier was meeting expectations. The Town Clerk confirmed it was.

**4) To receive representative from Llantwit Major Events Group**

Councillor Williams welcomed Mr Derek Driver and thanked him for attending. Councillor Williams clarified that the Finance Committee had requested a representative from the Events Group attend a meeting to discuss a couple of concerns raised by the Committee. The Committee had agreed in principal to the Grant application for the Christmas Event, subject to this Group being satisfied with explanations received on a couple of points.

Councillor Mason raised concerns that the Christmas Event this year made a loss, yet donations were given to charities. Mr Driver explained this was due to an increase in the number of replacement icicle lights that needed to be purchased and electrician fees. The donations for the charities came from the raffle and bucket collections which were especially for the chosen charities. Councillor Williams asked is it part of the Events Group constitution to donation to charity. Mr Driver stated that if the general public are asked to take part in a raffle and it is clearer displayed that the monies will be donated to a chosen charity, those monies will solely go to the charity. Working Group members agreed with the statement and thanked Mr Driver for the clarification.

Councillor Mrs Hanks queried the expenditure of £2,122.87 which is on the year-end balance sheet but did not have an explanation alongside only the heading 'donations'. Mr Driver explained he did not have all that paperwork to hand, as it was over a number of different events, but he would obtain it and forward it to Members.

Councillor Mrs Lancaster raised her concerns with regards a statement made by the Town Centre Development Officer at a recent Town Study Steering Group, that all stalls and equipment purchased using the Town Centre Partnership Grant would be available for other organisations to use both in Llantwit Major and surrounding areas. Mr Driver stated he also had some concerns and was seeking clarification from the Officer regarding this. All present discussed concerns over insurance, transport, charges and the expectation put on members of the Events Group.

Mr Driver confirmed that the quorum of the Events Group is five, and that an AGM will be held this year. Also two members from the recently formed Chamber of Trade attended the last meeting.

Working Group members reiterated to Mr Driver that the Town Council very much support the Events Group in all they do and appreciate all the hard work they put in over the year holding Events for the residents of the Town.

Mr Driver was thanked for attending the meeting and he vacated the Council Chamber.

**RECOMMENDED:** That a letter be sent to the Events Group stating the Town Council appreciate all their hard work and offer them the use of a room for their AGM, as well as assisting with advertising the meeting via our website, notice boards and Facebook page.

**Further**

**RECOMMENDED:** That the Working Group recommends the Grant monies for the Christmas Illuminations Event 2017 be released on the 1<sup>st</sup> October 2017, as in previous years.

**Further**

**RECOMMENDED:** That a representative from Llantwit Major Events Group be invited to sit on the Town Study Steering Group.

#### **5) To discuss staff attending first aid course**

Working Group members had previously been circulated an agenda brief regarding a first aid course for staff members. The Town Clerk explained that those staff members holding a first aid in work certificate were due for renewal in April.

**RECOMMENDED:** All staff members be invited to take part in the first aid in work course at a cost of £35 + vat, per person, that this course takes place in the Town Hall and the office close for the day.

#### **6) To discuss introduction of rota for emergency cover**

Working Group members had previously been circulated an agenda brief regarding the introduction of a rota for emergency cover. This rota will involve being 'on call' for all premises, opening and locking of playpark and checking of Llantonian Hall on a weekend. Staff members will be paid per week they are 'on call'.

**RECOMMENDED:** All staff members be asked if they wish to be included on the rota. That those staff members who are prepared to be included on the rota system be paid £50 the week they are on call. That this be reviewed after 6 months to see if working.

**7) To discuss alternative prepaid credit card provider**

Working Group members had previously been circulated with details of prepaid credit card providers. The Town Clerk informed members that the Town Council had adopted a policy last year so that she could use a prepaid credit card to purchase items over the internet etc. Unfortunately the company who had previously supplied the credit card had stopped doing them now.

**RECOMMENDED:** That the Town Clerk and the Chair of Finance liaise as to which is the most suitable card.

**PART II**

**THE PUBLIC AND PRESS MAY BE EXCLUDED FROM THE MEETING DURING CONSIDERATION OF THE FOLLOWING ITEMS IN ACCORDANCE WITH SECTION 100A(4) OF THE LOCAL GOVERNMENT ACT, 1972**

**8) To receive breakdown information relating to Llantonian Hall cleaner/caretaker**

Working Group members had previously been circulated with an agenda brief regarding costings breakdown following the retirement of the Llantonian Hall cleaner/caretaker and the use of contractor cleaners instead.

**RECOMMENDED:** That this arrangement be reviewed after 6 months.

**9) To receive verbal update re appointment for maternity leave cover**

Councillor Mrs Hanks and Councillor Foster gave members an update on the appointment of cover for the administrative assistant whilst on maternity leave. Noted.