

## **LLANTWIT MAJOR TOWN COUNCIL**

### **Report of Town Hall Working Group meeting held on 14<sup>th</sup> June 2017, Heritage Centre**

PRESENT: Councillors; Mr D Foster – Chairman  
Mr G Thomas  
Mrs J Norman  
Mr J Evans  
Dr D Ellis  
Mrs S Hanks  
Mr G Morgan

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 1<sup>st</sup> February 2017**

Working Group members had previously been circulated with a copy of the Report for the Working Group meeting held 1<sup>st</sup> February 2017. Noted.

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

Councillor Foster queried if any correspondence had been received from the Events Group regarding nominated Councillors to sit on their Committee. The Town Clerk confirmed a letter had been received and would be on the agenda of Full Town Council 29<sup>th</sup> June 2017.

#### **4) To Review Terms of Reference for Town Hall Working Group**

Working Group members had previously been circulated with a copy of the Terms of Reference for the Town Hall Working Group.

**RECOMMENDED:** The Terms of Reference be adopted.

#### **5) To receive verbal update on the change of electric and gas suppliers**

The Town Clerk gave new Working Group members a brief report on the background relating to the requirement for the Town Council to change suppliers due to the contract with Vale of Glamorgan Council coming to an end, as discussed at the Full Town Council meeting 27<sup>th</sup> April 2017. The Town Council had been informed that the contract would finish on 30<sup>th</sup> May 2017 and a new supplier was need from the 1<sup>st</sup> June 2017. Following discussion with an energy sector specialist, as advised by SLCC, a new contract was agreed with n power. Unfortunately the request for the transfer of supplies was denied as British Gas claim monies are owed by the Town Council. The Town Clerk confirmed that no money was outstanding and supplied all information to British Gas to prove this, but trying to get answers is proving frustrating. It is understood that other Council's, including the Vale of Glamorgan Council, are experiencing the same issues.

**RECOMMENDED:** The Town Clerk continues trying to switch energy providers and report back to the Full Town Council on 29<sup>th</sup> June 2017.

**6) To discuss requirement for Councillor and staff ID Cards**

Working Group members had previously been circulated with a copy of a quotation for the supply of ID Cards. The Town Clerk stated that previously the Council had requested the circulation of ID Cards for the purpose of site visits etc.

**RECOMMENDED:** That all Councillors be issued with ID Cards and staff continue to use their name badges only. The Town Clerk to purchase 25 credits for ID Cards at the sum of £136.25 + vat.

**7) To receive update on contract cleaner Llantonian Hall following 6 months period**

Working Group members had previously been circulated with a copy of a letter dated 2<sup>nd</sup> February 2017 received from a regular hirer of Llantonain Hall regarding their appreciation for the improvements to the general cleanliness of the Hall. Councillor Foster asked the Town Clerk if she felt the new arrangement was working. The Town Clerk confirmed that it was working extremely well. Noted.

**8) To discuss model protocol for complaints received from One Voice Wales**

Working Group members had previously been circulated with a copy of an email dated 12<sup>th</sup> May 2017 and a Model Local Resolution Protocol for Community and Town Council, received from One Voice Wales. Working Group members discussed the requirement for such a document.

**RECOMMENDED:** The Town Council, for the time being, adopt this Model but review it if and when required.

**9) To discuss situation regarding Old School bin**

Working Group members had previously been circulated with an agenda brief detailing concerns that the bin is becoming increasing overflowing with rubbish. The Town Clerk gave a brief verbal report on how the situation regarding the supply and cost of the bin came about following the introduction of Hiring Agreements for all tenants at the Old School. Councillor Foster added that previously we had received a request from one tenant to obtain a larger bin but the other tenants weren't in agreement

**RECOMMENDED:** A letter be written to all tenants stating that it has become apparent that there has been a significant increase in the amount of rubbish being produced, as well as additional items being placed in the bin. A larger bin will be obtained at an additional fee per month.

**Further**

**RECOMMENDED:** That advice be received from the Legal Department, Vale of Glamorgan Council regarding the procedure to remove the clause for the Town Council to provide the bin and tenants provide their own waste collection.

**10) To note additional staff members at Welsh Scout Council**

Working Group members were made aware that ScoutsWales have taken on additional members of staff. Noted.

**11) To discuss Councillors contact details on notice boards**

Working Group members had previously been circulated with a copy of the contact details held by the Town Council office for all Town Councillors. The Town Clerk informed members that she had been asked to display this on the notice boards around Llantwit Major. Previously the Council agreed not to do this as personal email addresses were on the sheet.

**RECOMMENDED:** Email addresses be removed from the contact sheet and a copy then be placed in all Town Council owned notice boards around Llantwit Major.

**12) To discuss cost for Welsh translation service**

Working Group members had previously been circulated with an agenda brief detailing the costs involved for the translation of agendas, minutes, reports etc into Welsh. The Town Clerk informed members that she had previously been asked to look into the cost implications. Councillor Foster added that currently our Welsh Language Scheme states that written correspondents will be available bilingually on request. Noted.

**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**

**13) To discuss way forward following resignation letter from temporary Administrative Assistant**

Working Group members discussed the options available in filling the temporary position following the resignation of the current temporary Administrative Assistant.

**RECOMMENDED:** That Mrs Butler be approached to see if still available and interested in the position.