

**LLANTWIT MAJOR TOWN COUNCIL**

**Report of Town Hall Working Group meeting  
held on 8<sup>th</sup> November 2017,  
Heritage Centre**

PRESENT: Councillors; Mr D Foster – Chairman  
Mr G Thomas  
Mrs J Norman  
Mr J Evans  
Mrs S Hanks  
  
Mrs Ruth Quinn – Town Clerk

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

Councillor Dr D Ellis  
Councillor G Morgan

**2) To receive report of meeting held on 14<sup>TH</sup> June 2017**

Working Group members had previously been circulated with a copy of the Report for the Working Group meeting held 14<sup>th</sup> June 2017. Noted.

**3) Matters Arising**

Councillor Mrs Hanks queried if any correspondence had been received from the Events Group. The Town Clerk confirmed that to date no correspondence had been received.

**4) To discuss renewal of agreement with Ellis Whittam**

Working Group members had previously been circulated with a copy of a renewal proposal for the provision of Employment Law support, along with Health and Safety services. Members discussed the Town Council membership of One Voice Wales who also provide the above services but at an additional cost. Members felt that after being with Ellis Whittam for a number of years, and knowing the high level of services they provide, it would be in the Town Council best interest to renew with them.

**RECOMMENDED:** That the Town Council renews its contract with Ellis Whittam Ltd for a fixed period of 5 years, at a cost of £2,150 per annum.

**5) To discuss document 'Preparing for the General Data Protection Regulations (GDPR)'**

Working Group members had previously been circulated with a copy of a document relating to the new legislation General Data Protection Regulations, which comes into effect in May 2018. The Town Clerk informed members that she was due to attend a course regarding this in January and will report back to a future Working Group meeting. Noted.

**6) To discuss purchasing accountancy software to produce end of year accounts**

Working Group members had previously been circulated with details regarding an accountancy package, which the Town Council have had on a free trial for the last 6 month, as well as an invoice to purchase the software for a year. Councillor Foster reported that the software appears to be working well producing reports, as well as the quarterly VAT return. The Five Year Plan committee, which are meeting tomorrow, will be receiving reports produced using the software as well as those produced by the Town Clerk. The Town Clerk reported that to date she is happy with the software and the help/support offered by the company has been good so far.

**RECOMMENDED:** That the Town Council purchase the software for £385 + vat and use it to produce the end of year accounts.

**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**

**7) To discuss mileage allowance and business insurance for employees**

Councillor Mrs Norman gave a report on her concerns regarding staff using their vehicles for Council business. The Town Clerk reported that to date only she can claim a mileage allowance and she is covered for business use on her car.

**RECOMMENDED:** The Town Clerk looks further into the possibility for additional staff to claim mileage allowance.

**8) To discuss staffing of Town Council office**

Working Group members had previously been circulated with an agenda brief regarding staffing of the Town Council office.

**RECOMMENDED:** An additional member of staff be employed to cover the front office on a Thursday and Friday, at 12 hrs a week, £8.00p/h.

**Further**

**RECOMMENDED:** The visitors centre not open from next year, due to concerns over staffing levels.

The Town Clerk vacated the Heritage Centre.

**RECOMMENDED:** Councillor Foster to give a verbal report, under PART II, at the next Full Town Council meeting regarding the Town Clerks NJC payscale.